



AN AASIS TRAINING GUIDE

FACC – PART 3 COST CENTER REPORTING

Introduction to Fund Accounting and Cost Centers



BEST IF PRINTED IN SLIDE VIEW



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Cost Center Reporting Course Objectives

- Learn to run cost center reports in AASIS
- Learn which report is the best one to use for your particular reporting needs.
- Learn tips for selection and drill-down that can be applied to other AASIS reports.

There are many ways to report cost center financial information in AASIS.

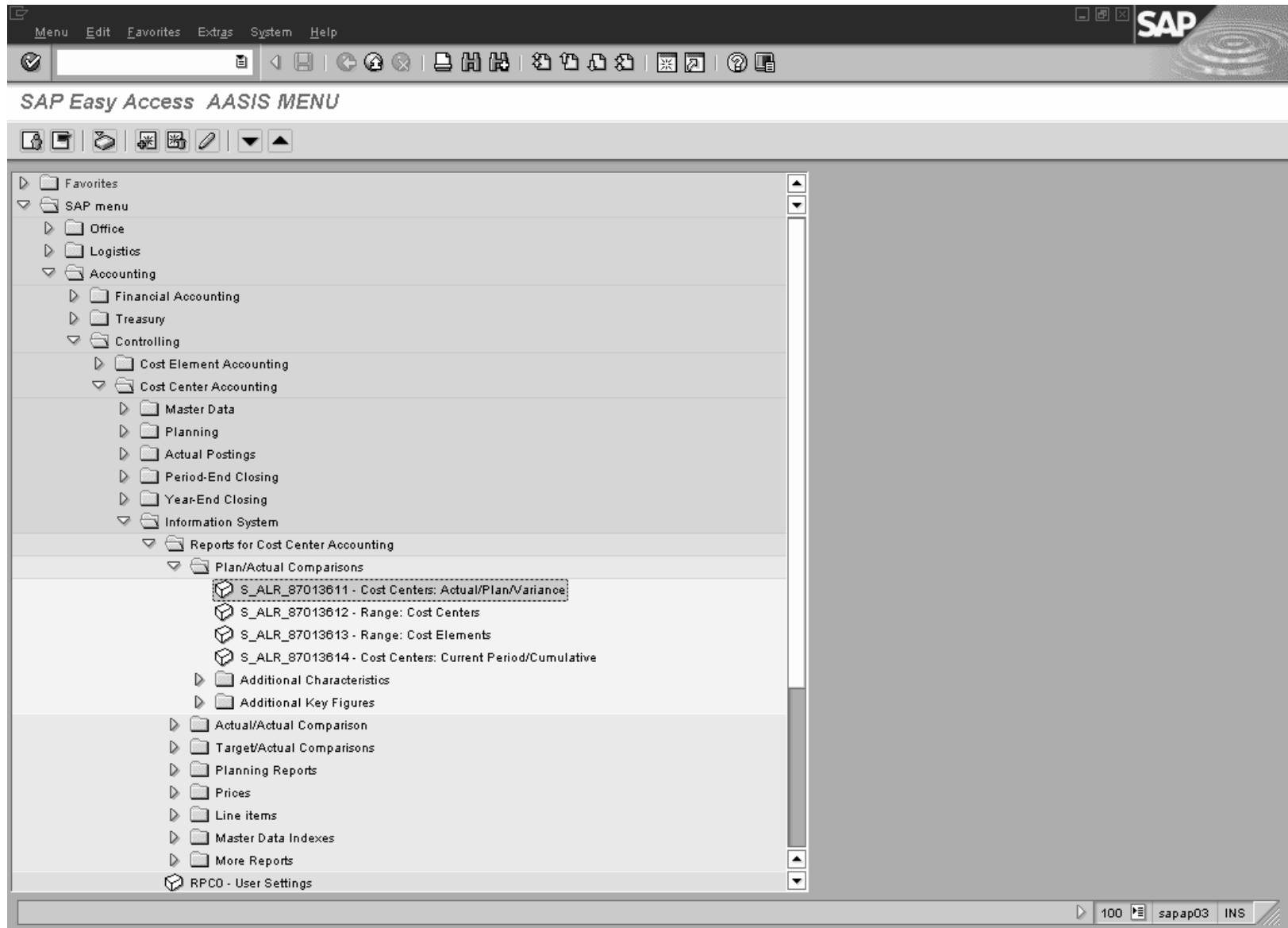
- Actual revenues and expenditures versus planned revenues and expenditure reports are available.
- These reports are available in as much detail as desired.

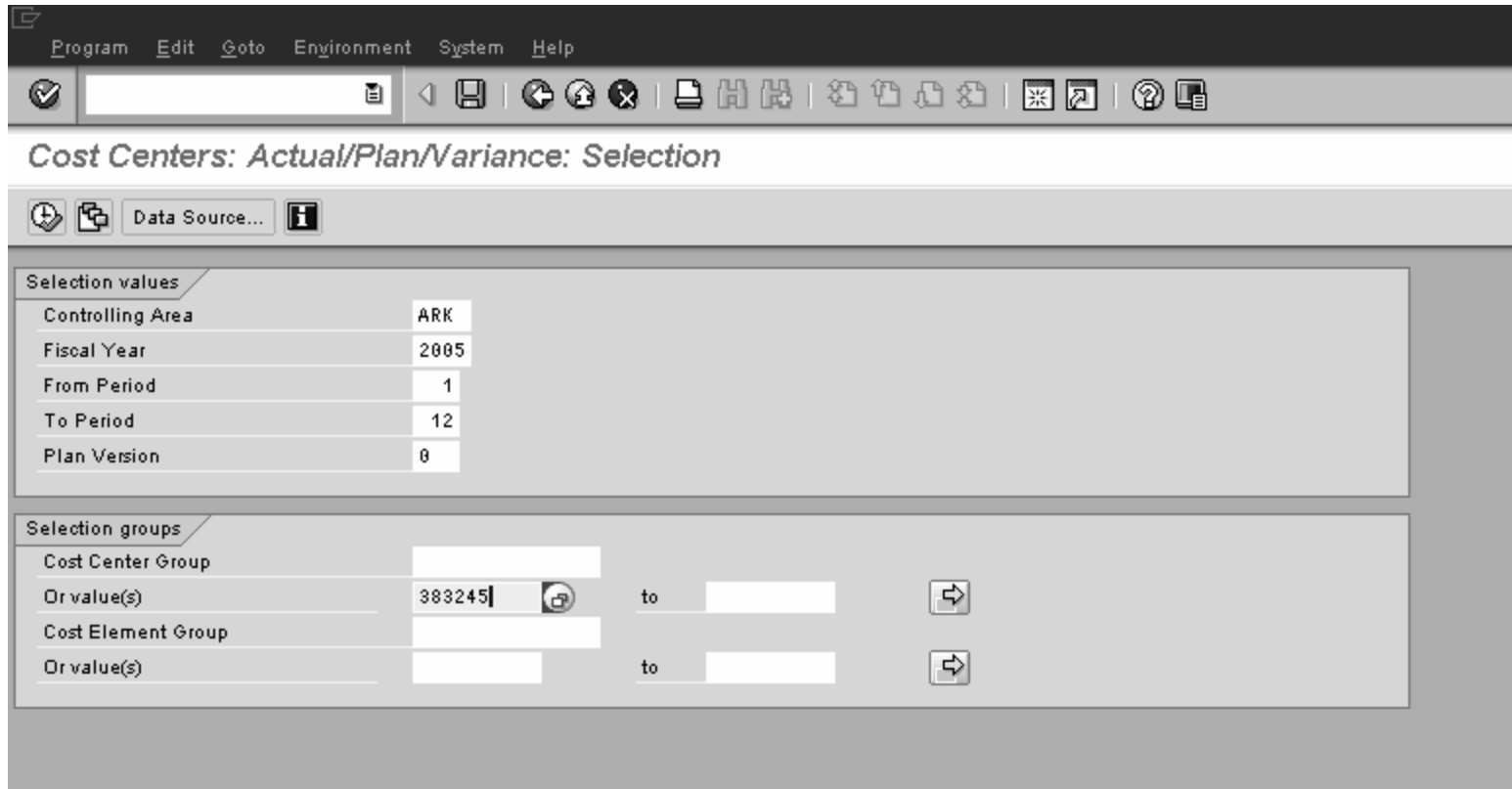
Cost Center Financial Reporting

- Accounting > Controlling > Cost Center
Accounting > Information System >
Reports for Cost Center Accounting > at
this point, many reports are available.

Cost Centers: Actual / Plan / Variance

- Accounting > Controlling > Cost Center
Accounting > Information System >
Reports for Cost Center Accounting > Plan /
Actual Comparisons > Cost Centers:
Actual/Plan/Variance
- S_ALR_87013611





Cost Centers: Actual/Plan/Variance: Selection

Selection values

Controlling Area	ARK
Fiscal Year	2005
From Period	1
To Period	12
Plan Version	0

Selection groups

Cost Center Group		to	
Or value(s)	383245		
Cost Element Group		to	
Or value(s)			

Type in ARK as the controlling area and the current fiscal year. Then select the period that you wish to view. In the lower box, you can select a cost center or hierarchical group and a cost element or cost element group. (All cost elements with data will be displayed if these fields are left blank.) Click execute.



Report Edit Goto View Extras Settings System Help																																																																																														
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Cost Centers: Actual/Plan/Variance																																																																																														
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<div> <div> Cost Centers: Actual/Plan/Variance Date: 08/19/2004 Page: 2 / 2 </div> <div> Cost Center/Group: 383245 Ofc Acct 272 HSC6101 Column: 1 / 2 </div> <div> Person responsible: Dept Finance & Admin </div> <div> Reporting period: 1 to 12 2005 </div> </div>																																																																																														
<table> <tr> <th>Cost elements</th><th>Act. costs</th><th>Plan costs</th><th>Var. (abs.)</th><th>Var. (%)</th></tr> <tr> <td>5010001000 00 Regular Sala</td><td>274,353.29</td><td>1,869,041.00</td><td>1,594,687.71-</td><td>85.32-</td></tr> <tr> <td>5010001100 NBR - Personal</td><td>51,332.46-</td><td></td><td>51,332.46-</td><td></td></tr> <tr> <td>5010001600 NBR - Emp Benef</td><td>9,573.50-</td><td></td><td>9,573.50-</td><td></td></tr> <tr> <td>5010002000 01 Extra Help S</td><td>7,466.36</td><td></td><td>7,466.36</td><td></td></tr> <tr> <td>5010005000 03 FICA & Medic</td><td>20,750.23</td><td>142,982.00</td><td>122,231.77-</td><td>85.49-</td></tr> <tr> <td>5010006000 03 Ben Ins Exp</td><td></td><td>144,480.00</td><td>144,480.00-</td><td>100.00-</td></tr> <tr> <td>5010006500 Agency Cost of</td><td>809.03</td><td></td><td>809.03</td><td></td></tr> <tr> <td>5010007000 03 Retirement E</td><td>23,644.86</td><td>206,434.00</td><td>182,789.14-</td><td>88.55-</td></tr> <tr> <td>5010008000 03 Unemploy Com</td><td></td><td>2,804.00</td><td>2,804.00-</td><td>100.00-</td></tr> <tr> <td>5020001000 Postage</td><td>1,030.14</td><td>9,957.00</td><td>8,926.86-</td><td>89.65-</td></tr> <tr> <td>5020002000 Telecomm Wired</td><td>1,019.66</td><td>48,910.00</td><td>47,890.34-</td><td>97.92-</td></tr> <tr> <td>5020003000 Telecomm Wirele</td><td>173.27</td><td></td><td>173.27</td><td></td></tr> <tr> <td>5020005000 Freight</td><td></td><td>1,497.00</td><td>1,497.00-</td><td>100.00-</td></tr> <tr> <td>5030001000 Printing</td><td></td><td>4,117.00</td><td>4,117.00-</td><td>100.00-</td></tr> <tr> <td>5030002000 Bind Copy Colla</td><td>1,015.00</td><td></td><td>1,015.00</td><td></td></tr> <tr> <td>5030003000 Advertise Clip</td><td></td><td>1,544.00</td><td>1,544.00-</td><td>100.00-</td></tr> <tr> <td>5030007000 Hauling & Movin</td><td></td><td>667.00</td><td>667.00-</td><td>100.00-</td></tr> </table>					Cost elements	Act. costs	Plan costs	Var. (abs.)	Var. (%)	5010001000 00 Regular Sala	274,353.29	1,869,041.00	1,594,687.71-	85.32-	5010001100 NBR - Personal	51,332.46-		51,332.46-		5010001600 NBR - Emp Benef	9,573.50-		9,573.50-		5010002000 01 Extra Help S	7,466.36		7,466.36		5010005000 03 FICA & Medic	20,750.23	142,982.00	122,231.77-	85.49-	5010006000 03 Ben Ins Exp		144,480.00	144,480.00-	100.00-	5010006500 Agency Cost of	809.03		809.03		5010007000 03 Retirement E	23,644.86	206,434.00	182,789.14-	88.55-	5010008000 03 Unemploy Com		2,804.00	2,804.00-	100.00-	5020001000 Postage	1,030.14	9,957.00	8,926.86-	89.65-	5020002000 Telecomm Wired	1,019.66	48,910.00	47,890.34-	97.92-	5020003000 Telecomm Wirele	173.27		173.27		5020005000 Freight		1,497.00	1,497.00-	100.00-	5030001000 Printing		4,117.00	4,117.00-	100.00-	5030002000 Bind Copy Colla	1,015.00		1,015.00		5030003000 Advertise Clip		1,544.00	1,544.00-	100.00-	5030007000 Hauling & Movin		667.00	667.00-	100.00-
Cost elements	Act. costs	Plan costs	Var. (abs.)	Var. (%)																																																																																										
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The report displays the cost centers requested, the actual costs for the period selected by cost element, and the plan. Plans are uploaded from the agencies' annual operating plans.



Report Edit Goto View Extras Settings System Help

Cost Centers: Actual/Plan/Variance

Select Report

- ☒ Cost Centers: Actual Line Items
- Cost Centers: Planning Overview
- Cost Centers: Plan Line Items
- CCtrs: Period Breakdown Actual/Plan
- Activity Types: Period Breakdown
- Stat. Key Figs: Period Breakdown
- Cost Centers: Breakdown by Partner
- Cost Centers: Breakdown by BusTrans
- Area: Actual/plan 2 currencies
- Display planning long texts

☒ Technical names on/off

Date: 08/19/2004 Page: 2 / 2

Column: 1 / 2

Ofc Acct 272 HSC6101

Actual costs	Plan costs	Var. (abs.)	Var. (%)
853.29	1,869,041.00	1,594,687.71	85.32
832.46		51,332.46	
673.50		9,573.50	
466.36		7,466.36	
750.23	142,982.00	122,231.77	85.49
	144,480.00	144,480.00	100.00
809.03		809.03	
644.86	206,434.00	182,789.14	88.55
	2,804.00	2,804.00	100.00
	9,957.00	8,926.86	89.65
	48,910.00	47,890.34	97.92
		173.27	
	1,497.00	1,497.00	100.00
	4,117.00	4,117.00	100.00
		1,015.00	
	1,544.00	1,544.00	100.00

5020001000 Postage 1,030.14

5020002000 Telecomm Wired 1,019.66

5020003000 Telecomm Wirele 173.27

5020005000 Freight

5030001000 Printing

5030002000 Bind Copy Colla 1,015.00

5030003000 Advertise Clip

To see line items that make up the amounts, double-click any item and select the line item option when the box pops up.



File Edit Goto Settings Extras Environment System Help

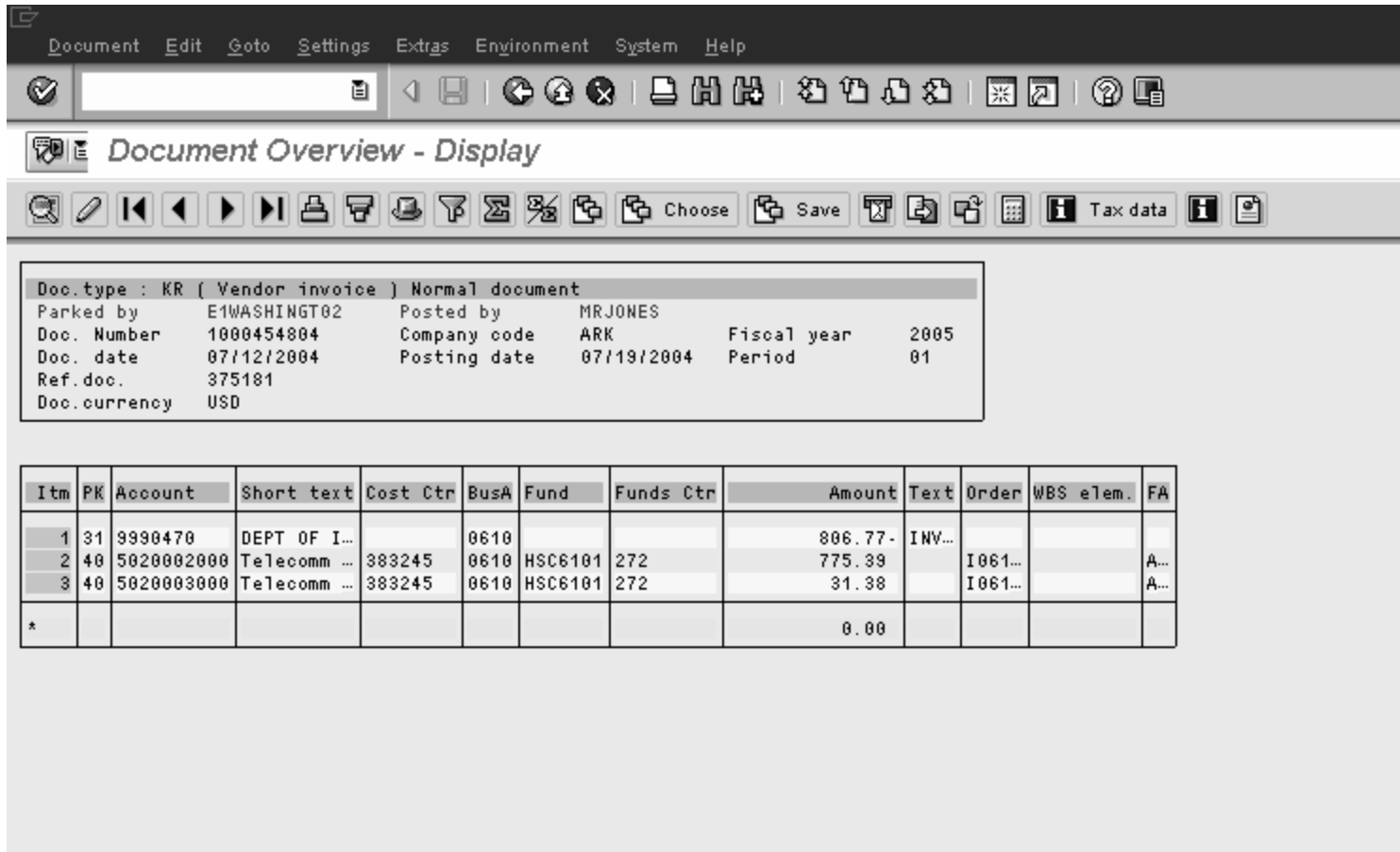
Display Actual Cost Line Items for Cost Centers

Document Master Record

Layout EXPN EXPENSES PAID
Cost Center 383245 Ofc Acct 272 HSC6101
Report currency USD US Dollar

DocumentNo	Posting Date	Aux. acct assignment_1	Cost Element	Cost element name	Name of offsetting account	Σ	Var.val.in rep.cur.
110586348	07/19/2004	ORD I0610016	5020002000	Telecomm Wired	DEPT OF INFO SYSTEMS		775.39
110607430	07/21/2004	ORD I0610017	5020002000	Telecomm Wired	DEPT OF INFO SYSTEMS		244.27
							1,019.66

Line items are displayed. You can double-click on any line and drill down all the way to the document.



Document Overview - Display

Doc.type : KR (Vendor invoice) Normal document

Parked by E1WASHINGTON2 Posted by MRJONES

Doc. Number 1000454804 Company code ARK Fiscal year 2005

Doc. date 07/12/2004 Posting date 07/19/2004 Period 01

Ref.doc. 375181

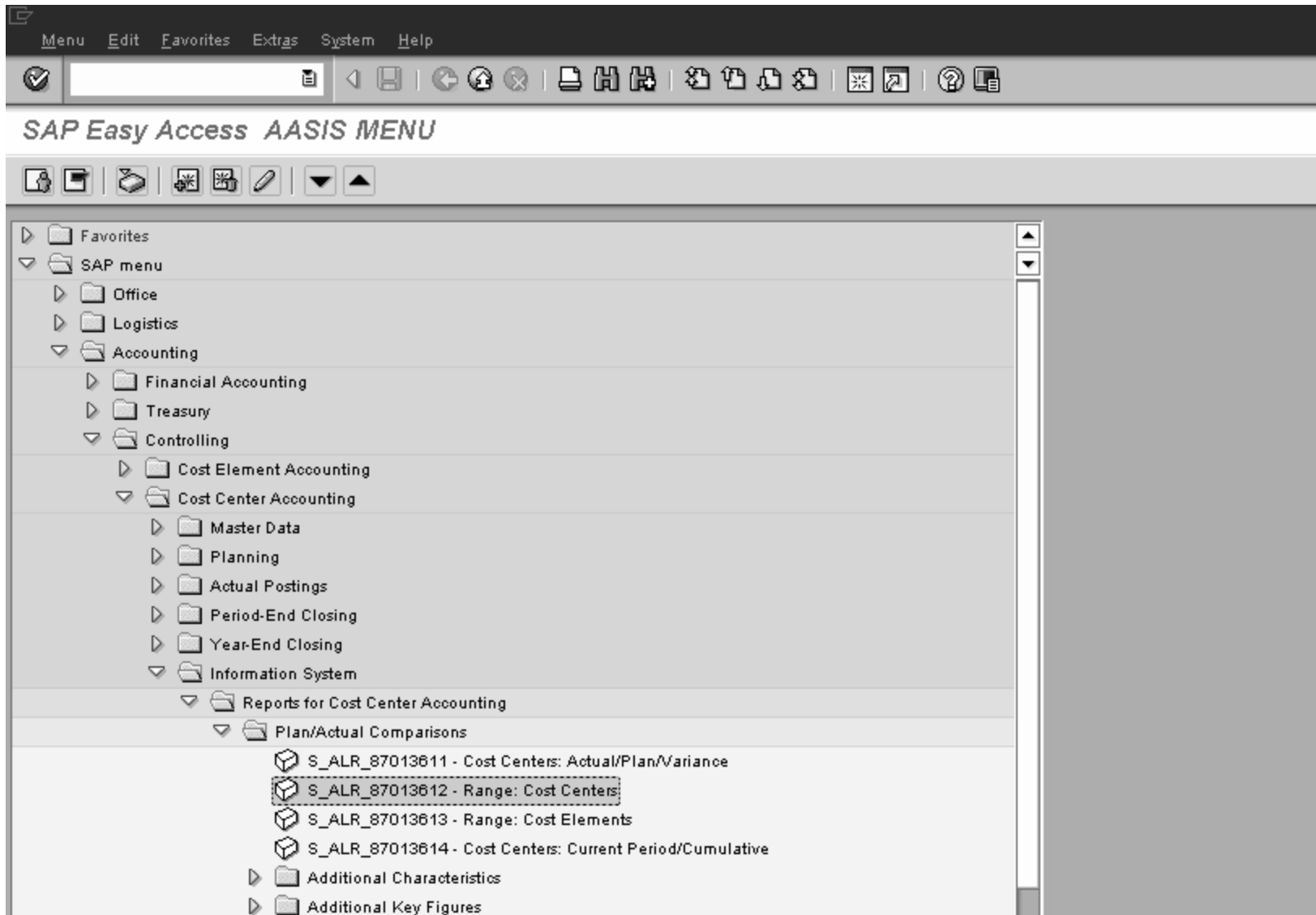
Doc.currency USD

Itm	PK	Account	Short text	Cost Ctr	BusA	Fund	Funds Ctr	Amount	Text	Order	WBS elem.	FA
1	31	9990470	DEPT OF I...		0610			806.77	INV...			
2	40	5020002000	Telecomm ...	383245	0610	HSC6101	272	775.39	I061...			A...
3	40	5020003000	Telecomm ...	383245	0610	HSC6101	272	31.38	I061...			A...
*								0.00				

Double-clicking on the item displays the document.

Range: Cost Center

- Accounting > Controlling > Cost Center
Accounting > Information System >
Reports for Cost Center Accounting > Plan /
Actual Comparisons > Range: Cost Centers
- S_ALR_87013612





Program Edit Goto Environment System Help

Range: Cost Centers: Selection

Data Source...

Selection values

Controlling Area	ARK
Fiscal Year	2005
From Period	1
To Period	12
Plan Version	0

Selection groups

Cost Center Group	0519		
Or value(s)		to	
Cost Element Group	5020002		
Or value(s)		to	

Type in ARK for controlling area and the fiscal year. Enter the period, cost centers or cost center groups, and cost elements or cost element groups. Execute.





Report Edit Goto View Extras Settings System Help

Range: Cost Centers

Range: Cost Centers Date: 08/19/2004 Page: 2 / 2

Cost Center Group 0519 ARKANSAS STATE LIBRARY
Cost Element/Group 5020002 Operating Expenses
Reporting period 1 to 12 2005

Cost centers	Actual	Plan	Var. (abs.)	Var. (%)
357201 Office of Sta L	376.18	29,973.00	29,596.82-	98.74-
*** STATE LIBRARIAN'S OFFICE	376.18	29,973.00	29,596.82-	98.74-
357241 ASL Board Servic	0.96	13,055.00	13,054.04-	99.99-
*** ARKANSAS STATE LIBRARY B	0.96	13,055.00	13,054.04-	99.99-
357261 Grants and Res	7.64	8,452.00	8,444.36-	99.91-
357280 1a-02 LSTA AdmCo		17,376.00	17,376.00-	100.00-
357281 LSTA Proj 1a Co	159.27	13,300.00	13,140.73-	98.80-
357292 Gates Grant		500.00	500.00-	100.00-
*** GRANTS AND RESEARCH SERV	166.91	39,628.00	39,461.09-	99.58-
357361 Revolving Fund		6,622.00	6,622.00-	100.00-
* REVOLVING FUND		6,622.00	6,622.00-	100.00-
357301 Dep Dir Admin	62.77	14,035.00	13,972.23-	99.55-
** OFFICE OF ADMINISTRATION	62.77	20,657.00	20,594.23-	99.70-
357381 Fiscal Services	1,351.67	46,614.00	45,262.33-	97.10-
357400 1b-02 LSTA Admin		18,350.00	18,350.00-	100.00-
357401 LSTA Proj 1b Fis	32.32	18,317.00	18,284.68-	99.82-
** FISCAL SERVICES	1,383.99	83,281.00	81,897.01-	98.34-
357421 Internal Svcs	53.52	4,069.00	4,015.48-	98.68-

The report gives the totals for items selected by cost center. The actual expenditures, the plan, and the variance are listed.



Report Edit Goto View Extras Settings System Help

Range: Cost Centers

Select Report

- Cost Centers: Planning Overview
- Cost Centers: Actual/Plan/Variance
- Range: Cost Elements
- Cost Centers: Breakdown by Partner
- Cost Centers: Breakdown by BusTrans

☒ Technical names on/off

357280 1a-02 LSTA AdmCo
357281 LSTA Proj 1a Co
357292 Gates Grant
*** GRANTS AND RESEARCH SERV
357361 Revolving Fund
* REVOLVING FUND
357301 Dep Dir Admin
** OFFICE OF ADMINISTRATION
357381 Fiscal Services
357400 1b-02 LSTA Admin
357401 LSTA Proj 1b Fis

Date: 08/19/2004 Page: 2 / 2

ARKANSAS STATE LIBRARY
Operating Expenses
2005

	Plan	Var. (abs.)	Var. (%)
29,973.00	29,973.00	29,596.82	98.74
29,973.00	29,973.00	29,596.82	98.74
13,055.00	13,055.00	13,054.04	99.99
13,055.00	13,055.00	13,054.04	99.99
8,452.00	8,452.00	8,444.36	99.91
17,376.00	17,376.00	17,376.00	100.00
13,300.00	13,300.00	13,140.73	98.80
500.00	500.00	500.00	100.00
39,628.00	39,628.00	39,461.09	99.58
6,622.00	6,622.00	6,622.00	100.00
6,622.00	6,622.00	6,622.00	100.00
14,035.00	14,035.00	13,972.23	99.55
20,657.00	20,657.00	20,594.23	99.70
46,614.00	46,614.00	45,262.33	97.10
18,350.00	18,350.00	18,350.00	100.00
18,317.00	18,317.00	18,284.68	99.82

**To see the totals by cost element, select an item and double click.
Select Range: Cost Elements and double click.**



Report Edit Goto View Extras Settings System Help

Range: Cost Elements

Range: Cost Elements Date: 08/19/2004 Page: 2 / 2

Cost Center Group 357281 LSTA Proj 1a Coord Column: 1 / 2

Reporting period 1 to 12 2005

Cost elements/Cost centers	Act. costs	Plan costs	Var. (abs.)	Var. (%)
357281 LSTA Proj 1a Coord		2,000.00	2,000.00-	100.00-
* 5020001000 Postage		2,000.00	2,000.00-	100.00-
357281 LSTA Proj 1a Coord	31.81	1,000.00	968.19-	96.82-
* 5020002000 Telecomm Wired	31.81	1,000.00	968.19-	96.82-
357281 LSTA Proj 1a Coord		800.00	800.00-	100.00-
* 5020005000 Freight		800.00	800.00-	100.00-
357281 LSTA Proj 1a Coord		5,000.00	5,000.00-	100.00-
* 5030001000 Printing		5,000.00	5,000.00-	100.00-
357281 LSTA Proj 1a Coord	122.55	1,000.00	877.45-	87.75-
* 5030008000 Office Equip Ma	122.55	1,000.00	877.45-	87.75-
357281 LSTA Proj 1a Coord		1,000.00	1,000.00-	100.00-
* 5080022000 Other Expenses		1,000.00	1,000.00-	100.00-
357281 LSTA Proj 1a Coord	4.91	2,500.00	2,495.09-	99.80-
* 5090006000 Office Supplies	4.91	2,500.00	2,495.09-	99.80-
** Total	159.27	13,300.00	13,140.73-	98.80-

Cost elements for the selected cost center are displayed. You can drill down all the way to the transactions by double-clicking any item and choosing line items when the box pops up.



Report Edit Goto View Extras Settings System Help

Range: Cost Elements

Select Report

- ☒ Cost Centers: Actual Line Items
- Cost Centers: Plan Line Items
- CCtrs: Period Breakdown Actual/Plan
- Cost Centers: Planning Overview
- Cost Centers: Breakdown by Partner

☒ Technical names on/off

357281 LSTA Proj 1a Coord

	Actual costs	Plan costs	Var. (abs.)	Var. (%)
		2,000.00	2,000.00-	100.00-
		2,000.00	2,000.00-	100.00-
31.81	1,000.00		968.19-	96.82-
31.81	1,000.00		968.19-	96.82-
		800.00	800.00-	100.00-
		800.00	800.00-	100.00-
		5,000.00	5,000.00-	100.00-
		5,000.00	5,000.00-	100.00-
122.55	1,000.00		877.45-	87.75-
122.55	1,000.00		877.45-	87.75-
		1,000.00	1,000.00-	100.00-
		1,000.00	1,000.00-	100.00-
4.91	2,500.00		2,495.09-	99.80-
4.91	2,500.00		2,495.09-	99.80-
** Total	159.27	13,300.00	13,140.73-	98.80-

Choose line items from the pop-up box and click the green check.

Display Actual Cost Line Items for Cost Centers

Document Master Record

Layout EXPN EXPENSES PAID
Cost Center 357281 ISTA Proj 1a Coord
Report currency USD US Dollar

DocumentNo	Posting Date	Aux. acct assignment_1	Cost Element	Cost element name	Name of offsetting account	Σ	Var.val.in rep.cur.
110656508	07/28/2004	WBS F.0519.LS0003...	5030008000	Office Equip Maint	GRIR Clearing		13.45
110604647	07/22/2004	WBS F.0519.LS0003...	5030008000	Office Equip Maint	GRIR Clearing		1.62
110647698	07/28/2004	WBS F.0519.LS0003...	5030008000	Office Equip Maint	GRIR Clearing		134.38
							122.55

Line items are displayed. Double-click on any line item to see the document display.



Invoice document Edit Goto System Help

Display Invoice Document 523281 2005

Show PO structure Follow-on documents

Transaction Invoice 523281 2005

Basic data Payment Details Tax Contacts Note

Invoice date 06/01/2004 Reference 012783
Posting Date 07/28/2004
Amount 1,838.25 USD ☐ Calculate tax
Tax amount 128.25 P1 (Accounts Payable S...
Text
Paymt terms Due immediately
Baseline date 07/28/2004
Company Code ARK State of Arkansas Little Rock

Vendor 0100029397
ROYAL BUSINESS MACHINES
PO Box 3057
LITTLE ROCK AR 72201
USA
Bank acct

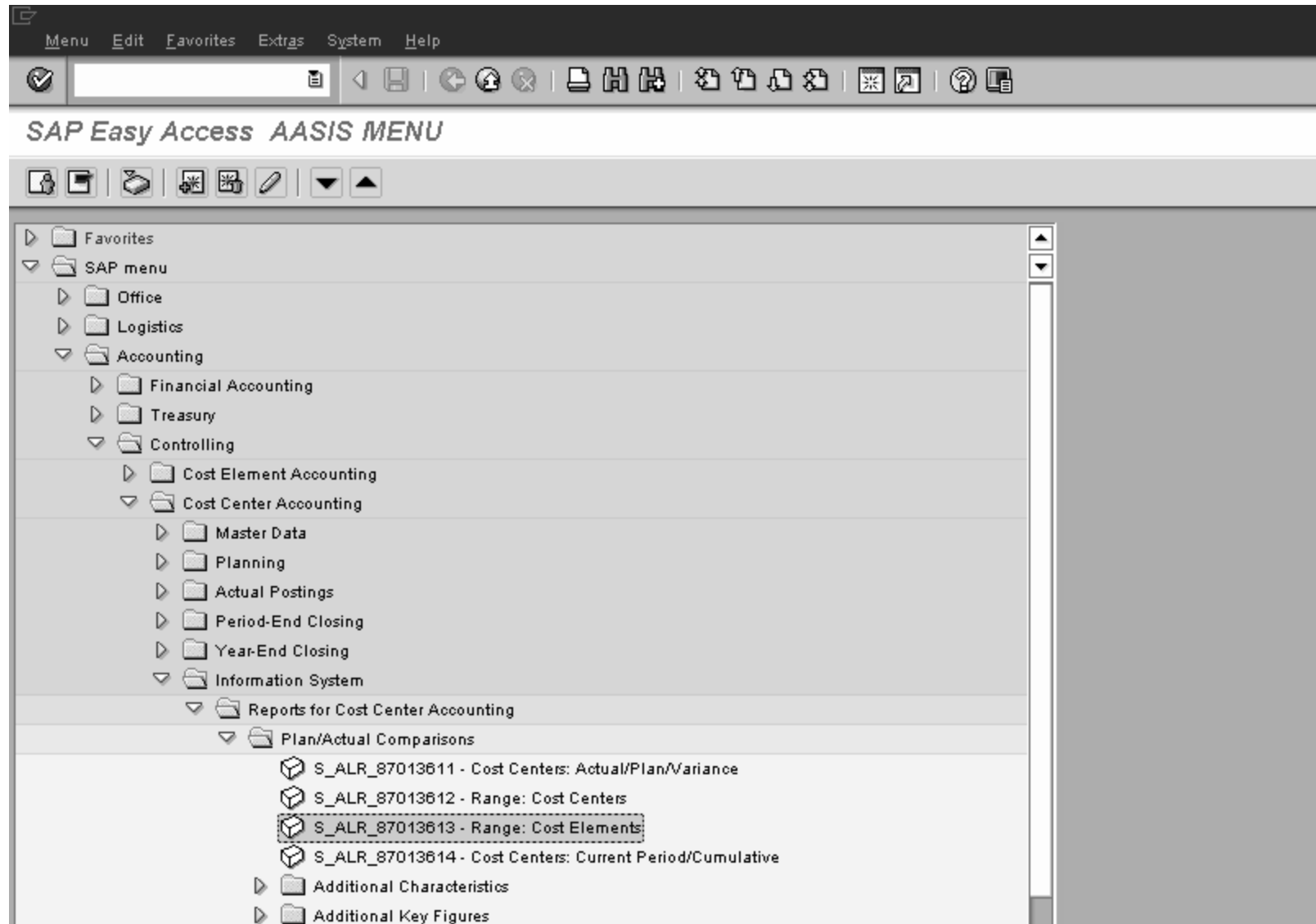
Layout All information

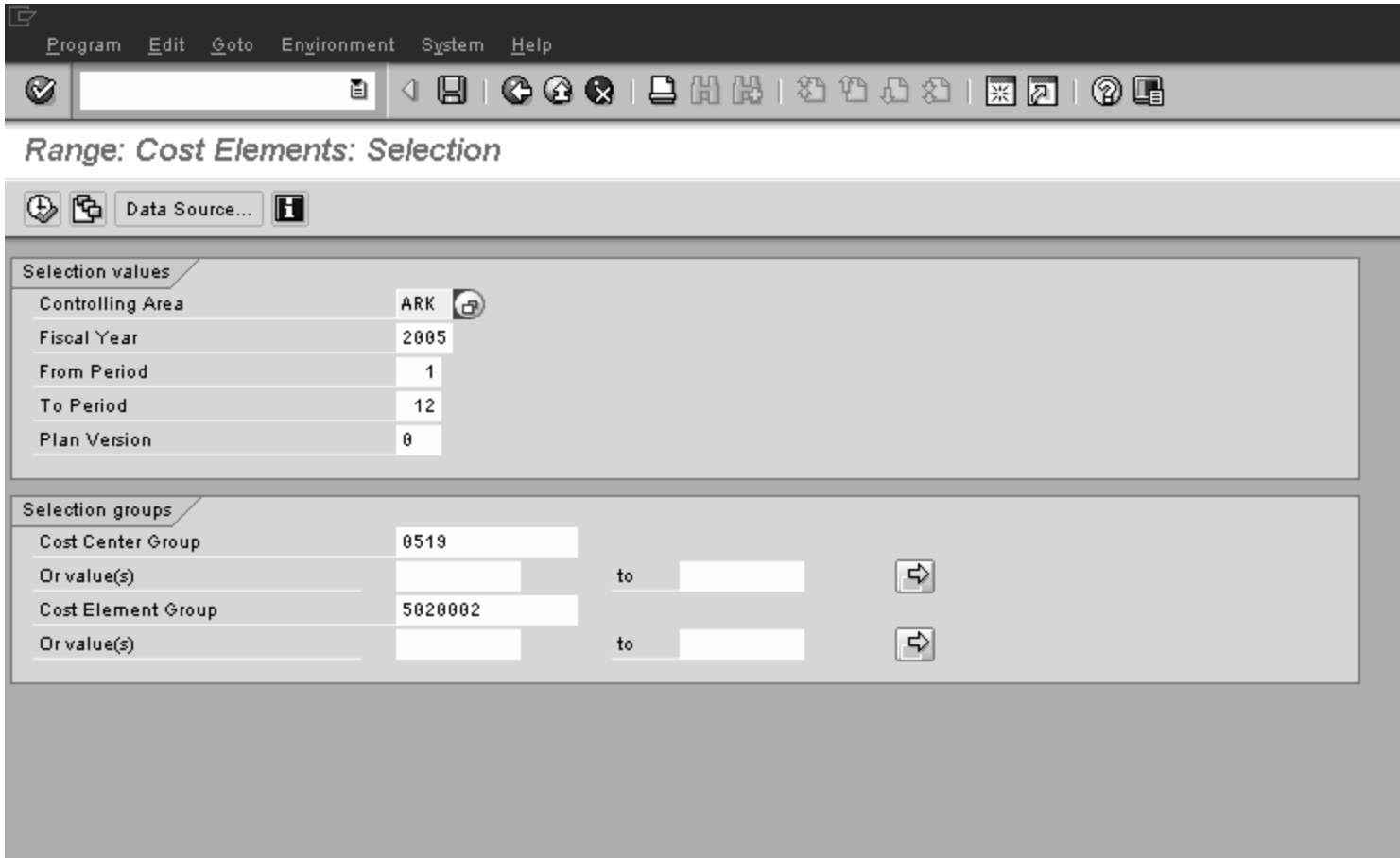
Item	Amount	Quantity	O...	Purchase ...	Item	PO text	Tax code
1	112.50		1 EA	<input type="checkbox"/> 4500368389	10	MAINTENANCE, MISC,EACH	P1 (Accour
2	94.50		1 EA	<input type="checkbox"/> 4500368389	20	MAINTENANCE, MISC,EACH	P1 (Accour
3	85.50		1 EA	<input type="checkbox"/> 4500368389	30	MAINTENANCE, MISC,EACH	P1 (Accour
4	85.50		1 EA	<input type="checkbox"/> 4500368389	40	MAINTENANCE, MISC,EACH	P1 (Accour
5	85.50		1 EA	<input type="checkbox"/> 4500368389	50	MAINTENANCE, MISC,EACH	P1 (Accour
6	94.50		1 EA	<input type="checkbox"/> 4500368389	60	MAINTENANCE, MISC,EACH	P1 (Accour

The document is displayed.

Range: Cost Elements

- Accounting > Controlling > Cost Center
Accounting > Information System >
Reports for Cost Center Accounting > Plan /
Actual Comparisons > Range: Cost
Elements
- S_ALR_87013613





Range: Cost Elements: Selection

Data Source...

Selection values

Controlling Area	ARK
Fiscal Year	2005
From Period	1
To Period	12
Plan Version	0

Selection groups

Cost Center Group	0519		
Or value(s)		to	
Cost Element Group	5020002		
Or value(s)		to	

Type in ARK for controlling area and the fiscal year. Enter the period, cost centers or cost center groups, and cost elements or cost element groups. Execute.



Report Edit Goto View Extras Settings System Help

Range: Cost Elements

Range: Cost Elements Date: 08/19/2004 Page: 2 / 2

Cost Center Group 0519 ARKANSAS STATE LIBRARY

Reporting period 1 to 12 2005

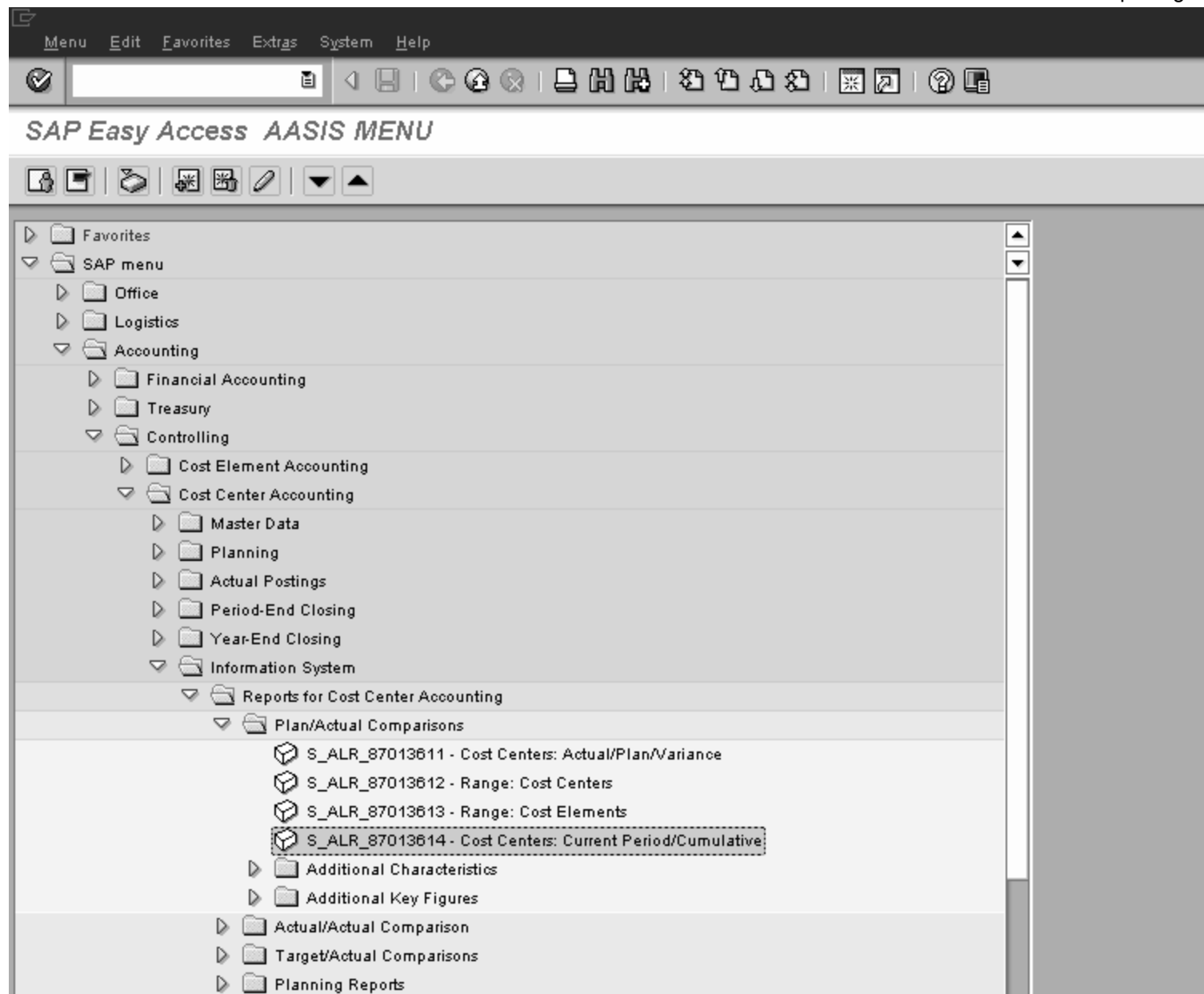
Column: 1 / 2

Cost elements/Cost centers	Act. costs	Plan costs	Var. (abs.)	Var. (%)
357201 Office of Sta Libn		2,650.00	2,650.00-	100.00-
357241 ASL Board Services		100.00	100.00-	100.00-
357261 Grants and Res		550.00	550.00-	100.00-
357280 1a-02 LSTA AdmCoord		2,000.00	2,000.00-	100.00-
357281 LSTA Proj 1a Coord		2,000.00	2,000.00-	100.00-
357301 Dep Dir Admin		476.00	476.00-	100.00-
357381 Fiscal Services		100.00	100.00-	100.00-
357400 1b-02 LSTA AdminFis		1,800.00	1,800.00-	100.00-
357401 LSTA Proj 1b Fiscal		4,000.00	4,000.00-	100.00-
357421 Internal Services		17.00	17.00-	100.00-
357440 1b-02 LSTA Admin-Pe		226.00	226.00-	100.00-
357461 Info Diss Svcs		1,491.00	1,491.00-	100.00-
357480 2-02 InfoDisseminat		2,020.00	2,020.00-	100.00-
357481 LSTA Proj 2 InfoDis		446.00	446.00-	100.00-
357501 Dep Dir Inf Res		500.00	500.00-	100.00-
357541 Collection Dev		613.00	613.00-	100.00-
357560 3a-02 CollDevel		600.00	600.00-	100.00-
357561 LSTA Proj 3a-CollDe		200.00	200.00-	100.00-
357581 Cataloging Services		10.00	10.00-	100.00-
357621 Documents Services		2,946.00	2,946.00-	100.00-
357681 Assoc Dir's Ofc		313.00	313.00-	100.00-
357721 State Lib Svcs		100.00	100.00-	100.00-
357740 4a-02 StateLibSvcs		200.00	200.00-	100.00-

The report gives total expenditures by cost element, detailed by selected cost center.

Cost Centers: Current Period Cumulative

- Accounting > Controlling > Cost Center
Accounting > Information System >
Reports for Cost Center Accounting > Plan /
Actual Comparisons > Cost Centers:
Current Period Cumulative
- S_ALR_87013614




Program Edit Goto Environment System Help



CCtrs: Current Period / Cumulative: Selection

Data Source...

Selection values

Controlling Area	ARK	
Fiscal Year	2005	
Period	2	
Plan Version	0	

Select Groups/Values

Cost Center Group	0519			
Or value(s)		to		
Cost Element Group	5020002			
Or value(s)		to		

Type in ARK for controlling area and the fiscal year. The current period will default in. Enter cost centers or cost center groups and cost elements or cost element groups. Execute.





Curr. Period/Cumul.							
Cost Center/Group				Date: 08/19/2004			
Person responsible:				AR KANSAS STATE LIBRARY			
Current period:				2 2005			
Act. period 2	Plan period 2	Variance in per	Cost elements	Act., per. 1- 2	Plan per. 1- 2	Var. per.1 - 2	Plan
	3,001.11	3,001.11-	5020001000 Postage		6,002.18	6,002.18-	
	5,999.27	5,999.27-	5020002000 Telecomm Wired	3,071.37	11,998.51	8,927.14-	
26,390.00	5,999.34	20,390.66	5020004000 Network Service	27,890.00	11,998.67	15,891.33	
373.31	782.68	409.37-	5020005000 Freight	384.67	1,565.34	1,180.67-	
200.00	3,660.44	3,460.44-	5030001000 Printing	600.00	7,320.97	6,720.97-	
526.75	3,506.18	2,979.43-	5030002000 Bind Copy Colla	526.75	7,012.34	6,485.59-	
1,364.32	1,596.59	232.27-	5030003000 Advertise Clip	1,364.32	3,193.17	1,828.85-	
7.96	345.82	337.86-	5030004000 Film Processing	17.00	691.66	674.58-	
	5.00	5.00-	5030005000 02-Bldg & Grds		10.00	10.00-	
	700.00	700.00-	5030007000 Hauling & Movin		1,400.00	1,400.00-	
853.56	2,126.39	1,272.83-	5030008000 Office Equip Ma	10,025.89	4,252.82	5,773.07	
	17.09	17.09-	5030010000 Pub Safety Eq M		34.17	34.17-	
543.70	26.50	517.20	5030012000 02 - Vehicle Ma	543.70	53.00	490.70	
	1,233.54	1,233.54-	5030016000 DP Equip Maint		2,467.02	2,467.02-	
	2,744.07	2,744.07-	5030017000 Software Mainte		5,488.16	5,488.16-	
	1,231.93	1,231.93-	5030018000 Oth Repair Serv		2,463.84	2,463.84-	
	63,030.18	63,030.18-	5040005000 Rent of Facilit		126,060.34	126,060.34-	
270.90	53.91	216.99	5040007000 Rent of Office	270.90	107.83	163.07	
	216.00	216.00-	5040011000 Other Rent & Le		432.00	432.00-	
	161.25	161.25-	5050001000 02 - Mileage		322.50	322.50-	
99.14	693.30	594.16-	5050003000 02 Meals & Lodg	749.27	1,386.65	637.38-	
	267.50	267.50-	5050005000 02 Common Carri		535.00	535.00-	

The report gives period plan and expenditures by cost element, totaled for all selected cost centers. Scroll over to see year-to-date totals.



View Extras Settings System Help

SA

umul.

umul. Date: 08/19/2004

cup 0519 ARKANSAS STATE LIBRARY

ible: *

: 2 2005

Plan period 2	Variance in per	Cost elements	1- 2	Plan per. 1- 2	Var. per.1 - 2	Plan total year	Available 2
3,001.11	3,001.11-	5020001000 Postage		6,002.18	6,002.18-	36,013.00	36,013.00
5,999.27	5,999.27-	5020002000 Telecomm Wired	71.37	11,998.51	8,927.14-	71,991.00	68,919.63
5,999.34	20,390.66	5020004000 Network Service	90.00	11,998.67	15,891.33	71,992.00	44,102.00
782.68	409.37-	5020005000 Freight	84.67	1,565.34	1,180.67-	9,392.00	9,007.33
3,660.44	3,460.44-	5030001000 Printing	00.00	7,320.97	6,720.97-	43,326.00	43,326.00
3,506.18	2,979.43-	5030002000 Bind Copy Colla	26.75	7,012.34	6,485.59-	42,074.00	41,547.25
1,596.59	232.27-	5030003000 Advertise Clip	64.32	3,193.17	1,828.85-	19,159.00	17,794.68
345.82	337.86-	5030004000 Film Processing	17.08	691.66	674.58-	4,150.00	4,132.92
5.00	5.00-	5030005000 02-Bldg & Grds		10.00	10.00-	60.00	60.00
700.00	700.00-	5030007000 Hauling & Movin		1,400.00	1,400.00-	8,400.00	8,400.00
2,126.39	1,272.83-	5030008000 Office Equip Ma	25.89	4,252.82	5,773.07	25,517.00	15,491.11
17.09	17.09-	5030010000 Pub Safety Eq M		34.17	34.17-	205.00	205.00
26.50	517.20	5030012000 02 - Vehicle Ma	43.70	53.00	490.70	318.00	225.70-
1,233.54	1,233.54-	5030016000 DP Equip Maint		2,467.02	2,467.02-	14,802.00	14,802.00
2,744.07	2,744.07-	5030017000 Software Mainte		5,488.16	5,488.16-	32,929.00	32,929.00
1,231.93	1,231.93-	5030018000 Oth Repair Serv		2,463.84	2,463.84-	14,783.00	14,783.00
63,030.18	63,030.18-	5040005000 Rent of Facilit		126,060.34	126,060.34-	756,362.00	756,362.00
53.91	216.99	5040007000 Rent of Office	70.90	107.83	163.07	647.00	376.10
216.00	216.00-	5040011000 Other Rent & Le		432.00	432.00-	2,592.00	2,592.00
161.25	161.25-	5050001000 02 - Mileage		322.50	322.50-	1,935.00	1,935.00
693.30	594.16-	5050003000 02 Meals & Lodg	49.27	1,386.65	637.38-	8,320.00	7,570.73
267.50	267.50-	5050005000 02 Common Carri		535.00	535.00-	3,210.00	3,210.00
31.25	31.25-	5050009000 02 Ground Trans		62.50	62.50-	375.00	375.00
36.25	36.25-	5050011000 02 Parking Fees		72.50	72.50-	435.00	435.00

Then next three columns give the Plan, actual year-to-date and the variance between plan and actual year-to-date.

Report Edit Goto View Extras Settings System Help

SAP

Curr. Period/Cumul.

Column

Curr. Period/Cumul. Date: 03/26/2004

Cost Center/Group 361700..3617
Person responsible: *
Current period: 9 2004

Act. period 9	Plan period 9	Variance in per	Cost elements	per.1 - 9	Plan total year	Available 9
110.67-		110.67-	5020001000 Postage	21,249.67-	67,000.00	37,999.67
			5020002000 Telecomm Wired	13,034.32-	30,176.00	20,578.32
			5020003000 Telecomm Wirele	201.00-	264.00	264.00
17,134.70		17,134.70	5020005000 Freight	85,150.02	184,000.00	39,150.02-
			5030001000 Printing	7,425.00-	9,899.00	9,899.00
			5030005000 02-Bldg & Grds	9,326.92-	19,175.00	14,119.92
			5030007000 Hauling & Movin	3,197.00-	8,892.00	5,420.00
287.60		287.60	5030008000 Office Equip Ma	630.21	11,974.00	2,364.79
			5030009000 Telephone Repai	4,500.00-	6,000.00	6,000.00
370.44		370.44	5030011000 Ind Inst Equip	457.45	6,000.00	1,042.55
1,248.33		1,248.33	5030012000 02 - Vehicle Ma	5,744.68	19,903.00	769.68-
783.00		783.00	5030016000 DP Equip Maint	5,850.45	114.00	5,823.45-
			5030017000 Software Mainte			
			5030018000 Oth Repair Serv	2,178.00-	2,903.00	2,903.00
			5040001000 Electricity	5,631.37-	16,000.00	9,631.37
			5040003000 Water & Sewage	3,864.15-	6,860.00	5,579.15
24.59		24.59	5040004000 Natural Gas Pro	645.09-	3,178.00	1,438.09

S_ALR_87013614 sapap03 OVR

The next two columns give the plan for the total year and the difference between what has been spent year-to-date and the total year plan.



Report Edit Goto View Extras Settings System Help

Curr. Period/Cumul.

Curr. Period/Cumul. Date: 08/19/2004

Cost Center/Group 0519 ARKANSAS STATE LIBRARY
 Person responsible: *
 Current period: 2 2005

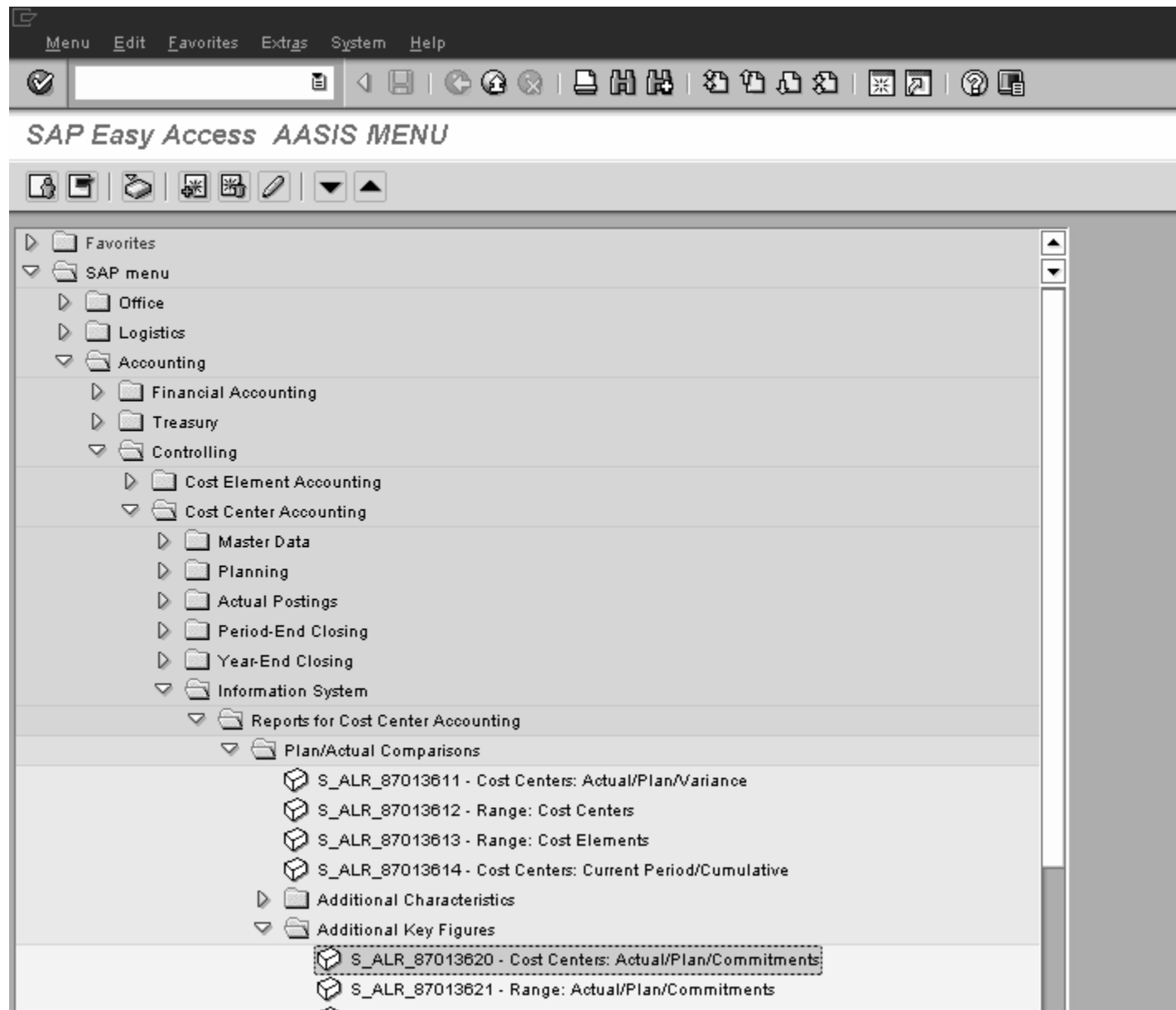
in %	Cost elements
100.00	5020001000 Postage
95.73	5020002000 Telecomm Wired
61.26	5020004000 Network Service
95.90	5020005000 Freight
98.63	5030001000 Printing
98.75	5030002000 Bind Copy Colla
92.88	5030003000 Advertise Clip
99.59	5030004000 Film Processing
100.00	5030005000 02-Bldg & Grds
100.00	5030007000 Hauling & Movin
60.71	5030008000 Office Equip Ma
100.00	5030010000 Pub Safety Eq M
70.97	5030012000 02 - Vehicle Ma
100.00	5030016000 DP Equip Maint
100.00	5030017000 Software Mainte
100.00	5030018000 Oth Repair Serv
100.00	5040005000 Rent of Facilit
58.13	5040007000 Rent of Office
100.00	5040011000 Other Rent & Le
100.00	5050001000 02 - Mileage

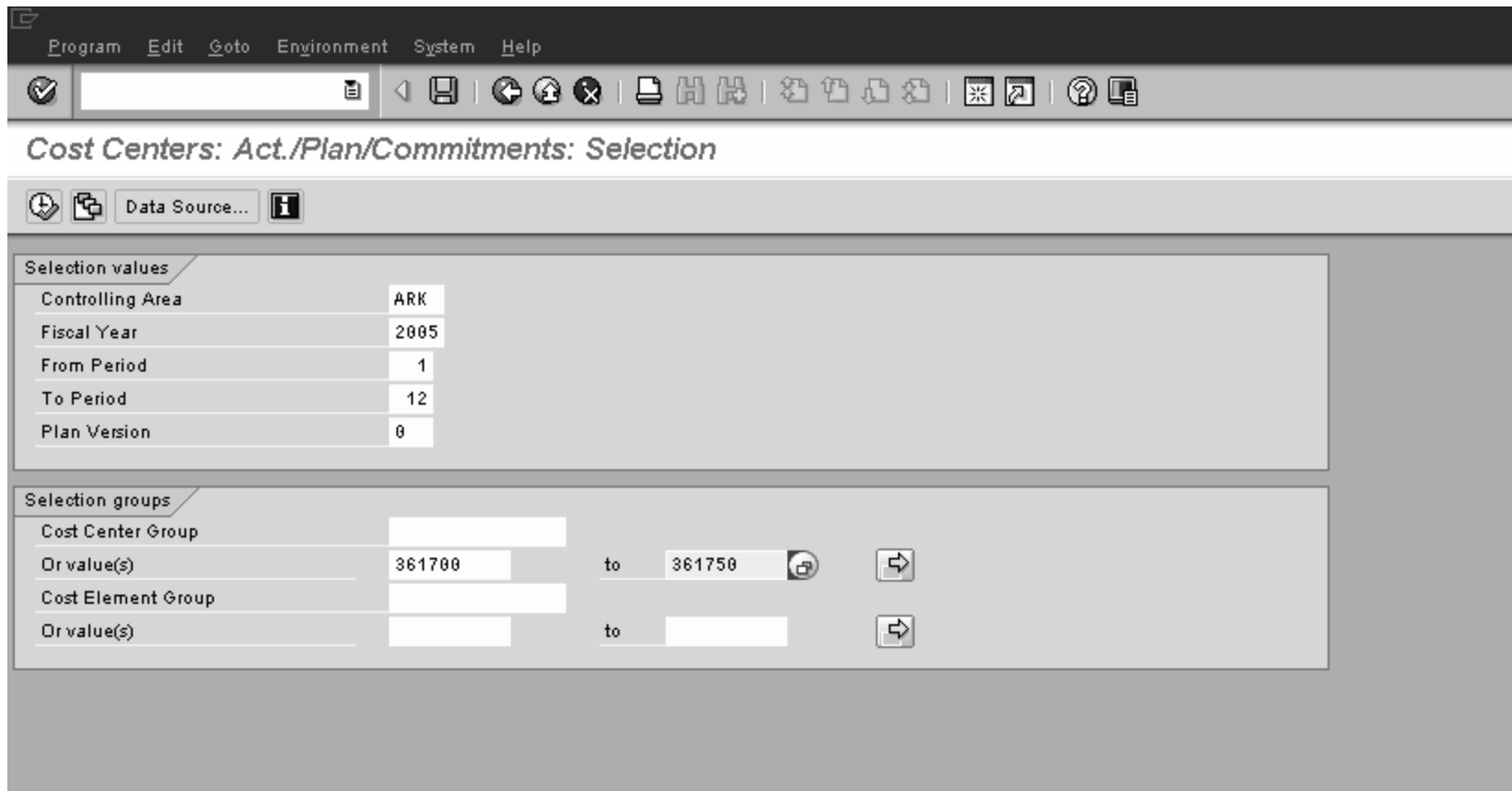
The last column is this difference expressed as a percent.

100.00	5050011000	02 Parking Fees	
99.57	5050013000	02 Other Travel	
96.00	5050017000	02 Conf Seminar	
100.00	5050019000	Board Memb Stip	

Cost Centers: Actual / Plan / Commitments

- Accounting > Controlling > Cost Center
Accounting > Information System >
Reports for Cost Center Accounting > Plan /
Actual Comparisons > Additional Key
Figures > Cost Centers: Actual / Plan /
Commitments
- S_ALR_87013620





Cost Centers: Act./Plan/Commitments: Selection

Data Source...

Selection values

Controlling Area	ARK
Fiscal Year	2005
From Period	1
To Period	12
Plan Version	0

Selection groups

Cost Center Group			
Or value(s)	361700	to	361750
Cost Element Group			
Or value(s)		to	

Type in ARK for controlling area and the fiscal year. Select the period you wish to view. Enter cost centers or cost center groups and cost elements or cost element groups. Execute.





Report Edit Goto View Extras Settings System Help

Act/Plan/Commit

Variation: Cost Center

- * Cost Center Group
 - 361700 Accounting
 - 361701 Accounting (Federal)
 - 361709 M&R ProceedsFY04-040
 - 361710 Agency Services
 - 361711 Agency Svcs(Fed)
 - 361720 Personnel
 - 361730 Alt Retire Escrow
 - 361740 Alt Retire Admin
 - 361750 Fed Surplus Pr

Act/Plan/Commit

Page: 2 / 3

Cost Center/Group: 361700..3617

Person responsible: *

Column: 1 / 2

Reporting period: 1 to 12 2005

Cost elements	Actual	Commitment	Assigned	Plan	Available
4047002000 Other Sales	24,171.50-		24,171.50-		24,171.50
4048003000 Sale Surplus Pro	73,547.49-		73,547.49-		73,547.49
4049006000 Int Inc Cking Ac	212.56-		212.56-		212.56
4050003000 Oth Refunds Reim	3,933.80-		3,933.80-		3,933.80
4050004000 Fed Grants Reimb	148,470.00-		148,470.00-		148,470.00
5010001000 00 Regular Salar	124,396.76		124,396.76	854,911.00	730,514.24
5010002000 01 Extra Help Sa				20,923.00	20,923.00
5010003000 06 Overtime Sala	2,245.57		2,245.57	10,000.00	7,754.43
5010005000 03 FICA & Medic	9,238.02		9,238.02	67,767.00	58,528.98
5010006000 03 Ben Ins Exp H	14,000.00		14,000.00	84,000.00	70,000.00
5010006500 Agency Cost of A	450.06		450.06		450.06-
5010007000 03 Retirement Ex	14,925.90		14,925.90	206,339.00	191,413.10
5010008000 03 Unemploy Comp				3,189.00	3,189.00
5020001000 Postage				78,800.00	78,800.00
5020002000 Telecomm Wired	5.64		5.64	20,376.00	20,370.36
5020003000 Telecomm Wireles	501.57		501.57	58.00	443.57-
5020005000 Freight	13,429.39		13,429.39	323,646.00	310,216.61
5030001000 Printing				9,200.00	9,200.00
5030005000 02-Bldg & Grds M	618.03		618.03	9,175.00	8,556.97
5030007000 Hauling & Moving				8,200.00	8,200.00
5030008000 Office Equip Mai	1,013.04		1,013.04	12,301.00	11,287.96
5030011000 Ind Inst Equip M	1,914.24		1,914.24	7,000.00	5,085.76
5030012000 02 - Vehicle Mai	3,866.62		3,866.62	25,903.00	22,036.38
5030016000 DP Equip Maint				7,614.00	7,614.00
5030016100 DP Equip Maint C	1,917.59		1,917.59		1,917.59-
5030018000 Oth Repair Servi				2,903.00	2,903.00

The side navigation bar can be turned on and off by clicking the Navigation on / off button.  The total is selected by default; to select any cost center, click on it. The information for that cost center only will appear in the report.



Act/Plan/Commit					
Act/Plan/Commit			Page: 2 / 3		
Cost Center/Group 361700..3617			Column: 1 / 2		
Person responsible: *					
Reporting period: 1 to 12 2005					
Cost elements	Actual	Commitment	Assigned	Plan	Available
4047002000 Other Sales	24,171.50-		24,171.50-		24,171.50
4048003000 Sale Surplus Pro	73,547.49-		73,547.49-		73,547.49
4049006000 Int Inc Cking Ac	212.56-		212.56-		212.56
4050003000 Oth Refunds Reim	3,933.80-		3,933.80-		3,933.80
4050004000 Fed Grants Reimb	148,470.00-		148,470.00-		148,470.00
5010001000 00 Regular Salar	124,396.76		124,396.76	854,911.00	730,514.24
5010002000 01 Extra Help Sa				20,923.00	20,923.00
5010003000 06 Overtime Sala	2,245.57		2,245.57	10,000.00	7,754.43
5010005000 03 FICA & Medic	9,238.02		9,238.02	67,767.00	58,528.98
5010006000 03 Ben Ins Exp H	14,000.00		14,000.00	84,000.00	70,000.00
5010006500 Agency Cost of A	450.06		450.06		450.06-
5010007000 03 Retirement Ex	14,925.90		14,925.90	206,339.00	191,413.10
5010008000 03 Unemploy Comp				3,189.00	3,189.00
5020001000 Postage				78,800.00	78,800.00
5020002000 Telecomm Wired	5.64		5.64	20,376.00	20,370.36
5020003000 Telecomm Wireles	501.57		501.57	58.00	443.57-
5020005000 Freight	13,429.39		13,429.39	323,646.00	310,216.61
5030001000 Printing				9,200.00	9,200.00
5030005000 02-Bldg & Grds M	618.03		618.03	9,175.00	8,556.97
5030007000 Hauling & Moving				8,200.00	8,200.00
5030008000 Office Equip Mai	1,013.04		1,013.04	12,301.00	11,287.96
5030011000 Ind Inst Equip M	1,914.24		1,914.24	7,000.00	5,085.76
5030012000 02 - Vehicle Mai	3,866.62		3,866.62	25,903.00	22,036.38
5030016000 DP Equip Maint				7,614.00	7,614.00
5030016100 DP Equip Maint C	1,917.59		1,917.59		1,917.59-
5030018000 Oth Repair Servi				2,903.00	2,903.00
5040001000 Electricity	1,030.60		1,030.60	10,800.00	9,769.40
5040003000 Water & Sewage	46.03		46.03	1,760.00	1,713.97

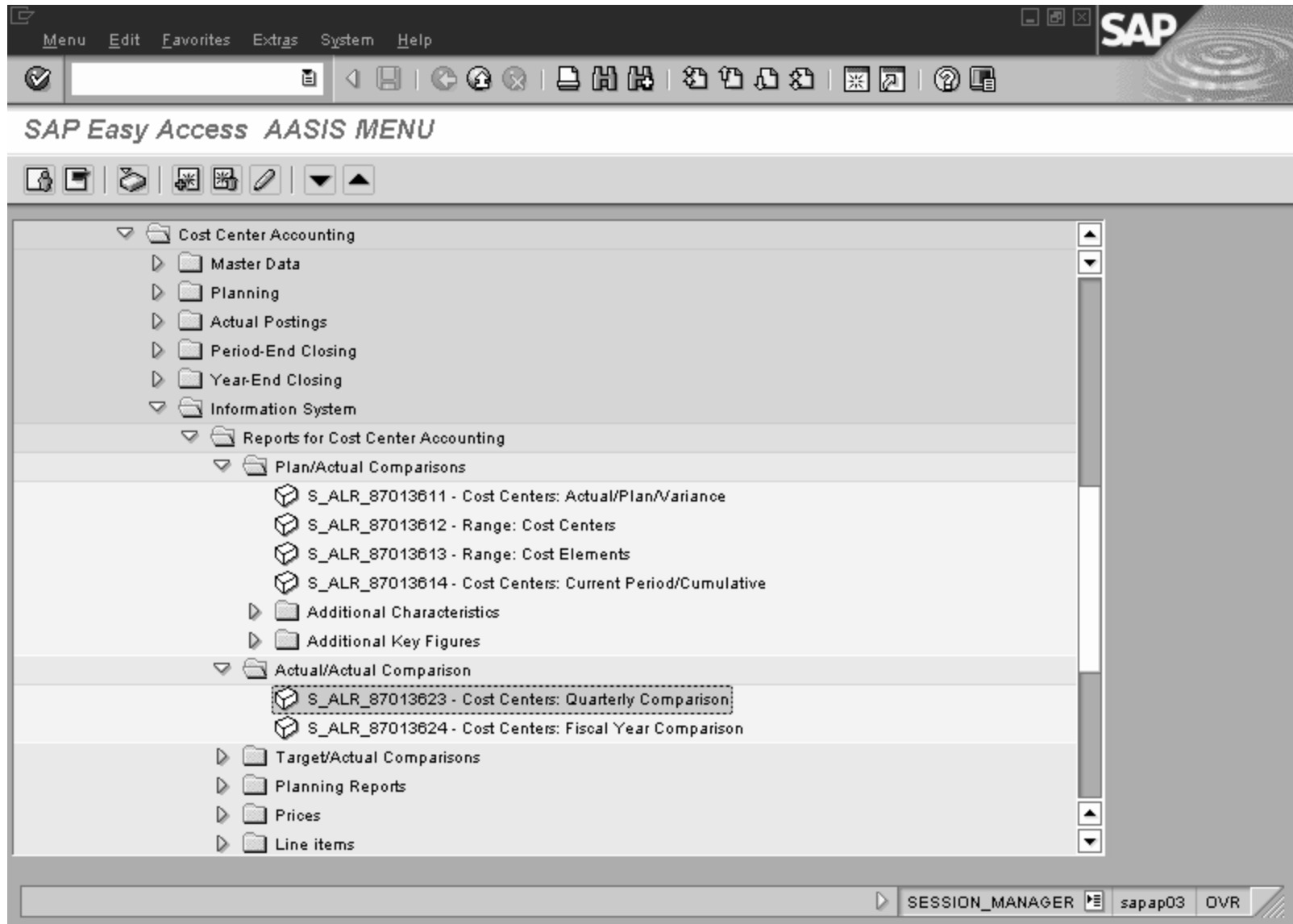
The report shows actual, commitment, assigned (total of actual and commitment) plan, and available (the difference between plan for year and assigned).

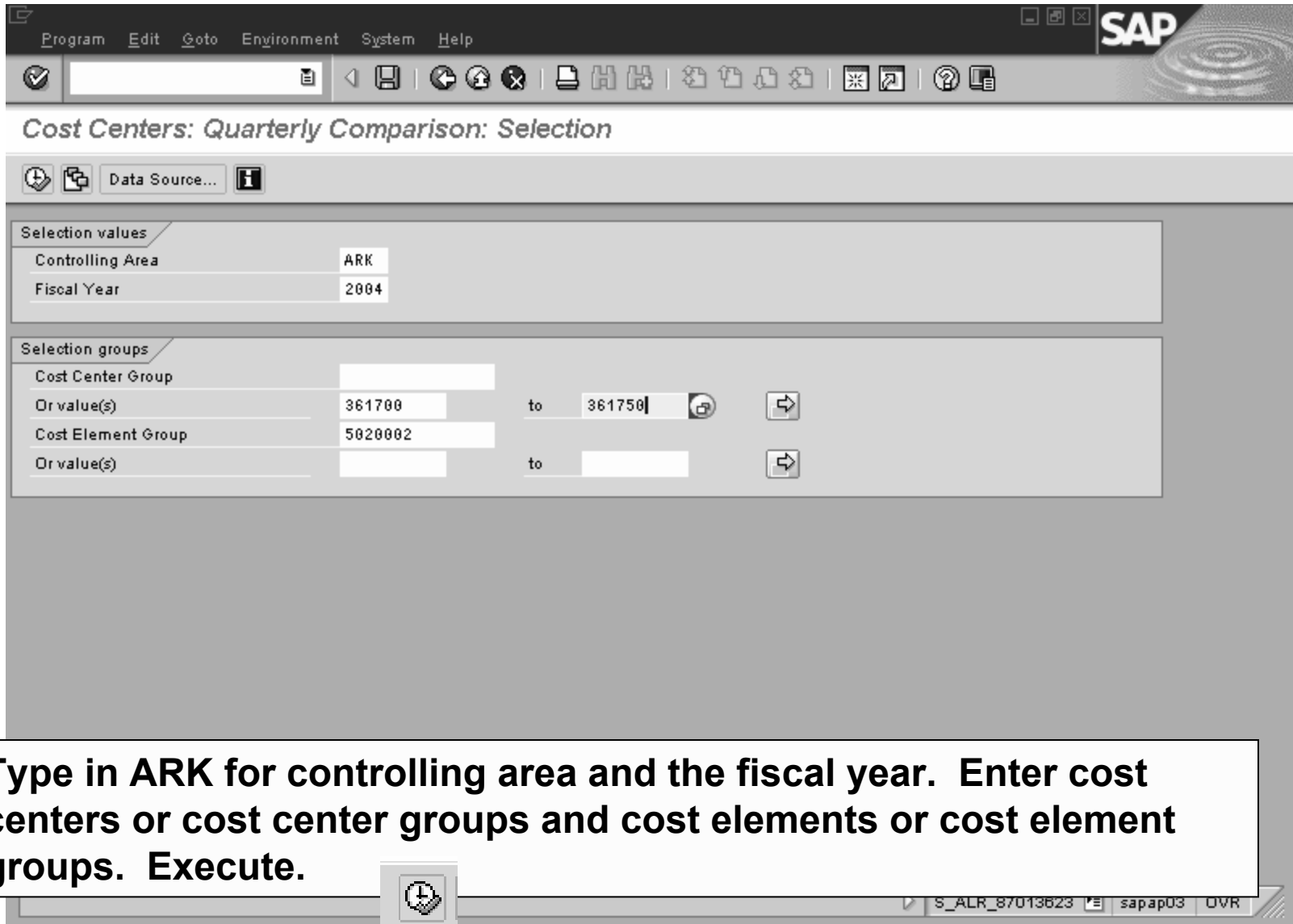
Commitments in Cost Center Reports vs. Commitments in Budget Reports

- The cost center reports are on the accrual basis. Therefore, a commitment is considered to be an item prior to goods receipt. The item will show as an expense at goods receipt.
- The budget reports are on a cash basis. Therefore a commitment is considered to be any item entered into the system prior to payment. The item will show up as an expense at payment.

Cost Centers: Quarterly Comparisons

- Accounting > Controlling > Cost Center
Accounting > Information System >
Reports for Cost Center Accounting >
Actual / Actual Comparisons > Cost
Centers: Quarterly Comparisons
- S_ALR_87013623





The screenshot shows the SAP 'Cost Centers: Quarterly Comparison: Selection' screen. The menu bar includes Program, Edit, Goto, Environment, System, and Help. The title bar shows the SAP logo. Below the title bar is a toolbar with various icons. The main area is divided into two sections: 'Selection values' and 'Selection groups'.

Selection values

Controlling Area	ARK
Fiscal Year	2004

Selection groups

Cost Center Group			
Or value(s)	361700	to	361750
Cost Element Group	5020002		
Or value(s)		to	

A text box at the bottom of the screen contains the following instructions: **Type in ARK for controlling area and the fiscal year. Enter cost centers or cost center groups and cost elements or cost element groups. Execute.**

The status bar at the bottom right shows the following information: S_ALR_87013623, sapap03, OVR.

Report Edit Goto View Extras Settings System Help

Cost Centers: Quarterly Comparison

Cost Centers: Quarterly Comparison Date: 03/26/2004 Page: 2 / 2

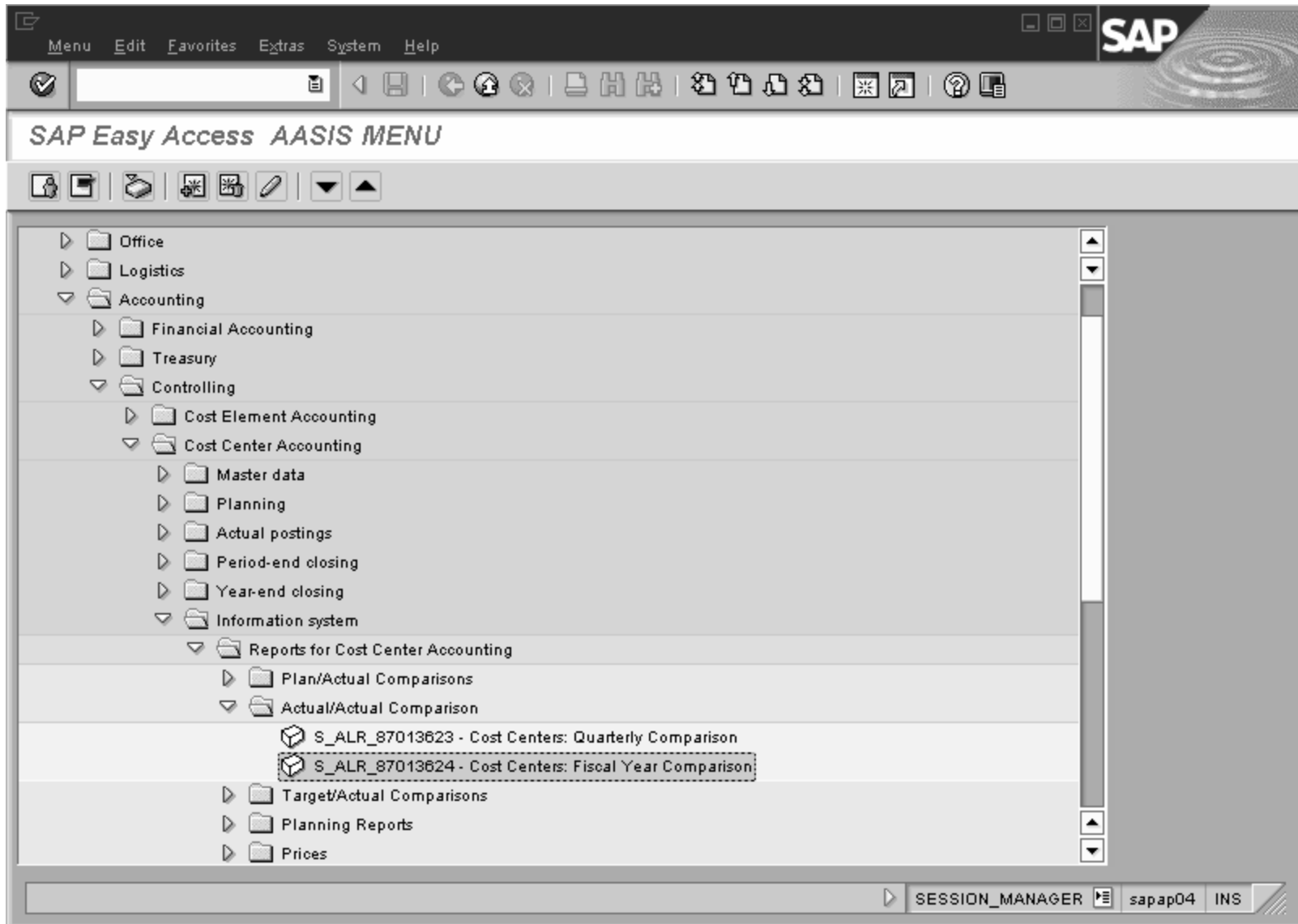
Cost Center/Group 361700..3617
Person responsible: *
Fiscal Year 2004

Cost elements	1st qtr	2nd qtr	3rd qtr	4th qtr	Total year
5020001000 Postage	6,000.00	10,111.00	12,889.33		29,000.33
5020002000 Telecomm Wired	2,957.65	3,006.88	3,633.15		9,597.68
5020005000 Freight	72,243.85	108,190.12	42,716.05		223,150.02
5030005000 02-Bldg & Grds	2,656.86	1,160.62	1,237.60		5,055.08
5030007000 Hauling & Movin		3,472.00			3,472.00
5030008000 Office Equip Ma	2,186.33	579.54	6,843.34		9,609.21
5030011000 Ind Inst Equip	186.75	421.44	4,349.26		4,957.45
5030012000 02 - Vehicle Ma	9,409.46	4,468.17	6,795.05		20,672.68
5030016000 DP Equip Maint		2,805.45	3,132.00		5,937.45
5030017000 Software Mainte					
5040001000 Electricity	2,991.26	2,144.37	1,233.00		6,368.63
5040003000 Water & Sewage	1,253.24	0.41	28.02		1,280.85
5040004000 Natural Gas Pro	203.30	528.39	1,008.22		1,739.91
5040005000 Rent of Facilit	35,844.72	35,844.72	35,844.72		107,534.16
5040007000 Rent of Office	9,318.84	12,660.48	10,549.74		32,529.06
5040011000 Other Rent & Le		43.53			43.53
5050001000 02 - Mileage	12.40	103.23	52.39		168.02
5050003000 02 Meals & Lodg	5,059.92	5,753.74	6,698.12		17,511.78
5050005000 02 Common Carri		501.00			501.00
5050013000 02 Other Travel	887.11	423.60	463.41		1,774.12
5070002000 Vehicle Insuran	1,553.00	1,172.00			2,725.00

The report displays quarterly totals by cost element for the cost centers selected.

Cost Center Fiscal Year Comparison Report

- Accounting > Controlling > Cost Center
Accounting > Information System >
Reports for Cost Center Accounting >
Actual/Actual > Cost Centers: Fiscal Year
Comparison



Cost Center Fiscal Year Comparison Report

- This report is a comparison of accounting periods for three fiscal years. It can be selected for the entire fiscal year or any period. It can be selected for one or more cost elements.

Cost Center Fiscal Year Comparison Report

- In this example, a user wants to compare an agency's July electricity expense for the past three fiscal years.
- The report will be selected for the current fiscal year, period one. The agency cost center group will be selected. The cost element for electricity will also be selected.

Program Edit Goto Environment System Help

SAP

Cost Ctrs: Fiscal year comparison: Selection

Output parameters... Data source... Extract parameters...

Selection values

Controlling area	ARK
Fiscal Year	2004
From period	1
To period	1

Current Fiscal Year

Period 1=July

Select groups/values

Cost center group	0552
Or value(s)	
Cost element group	
Or value(s)	5040001000

All cost centers for the agency are included in the cost center group with the business area name.

The cost element for electricity is selected.

After making the desired selections, execute the report.

Fiscal year comp.

Date: 08/20/2003 Page: 2 / 2

Cost center/Group 0552 NORTHWEST TECHNICAL INSTITUTE

Person responsible: *

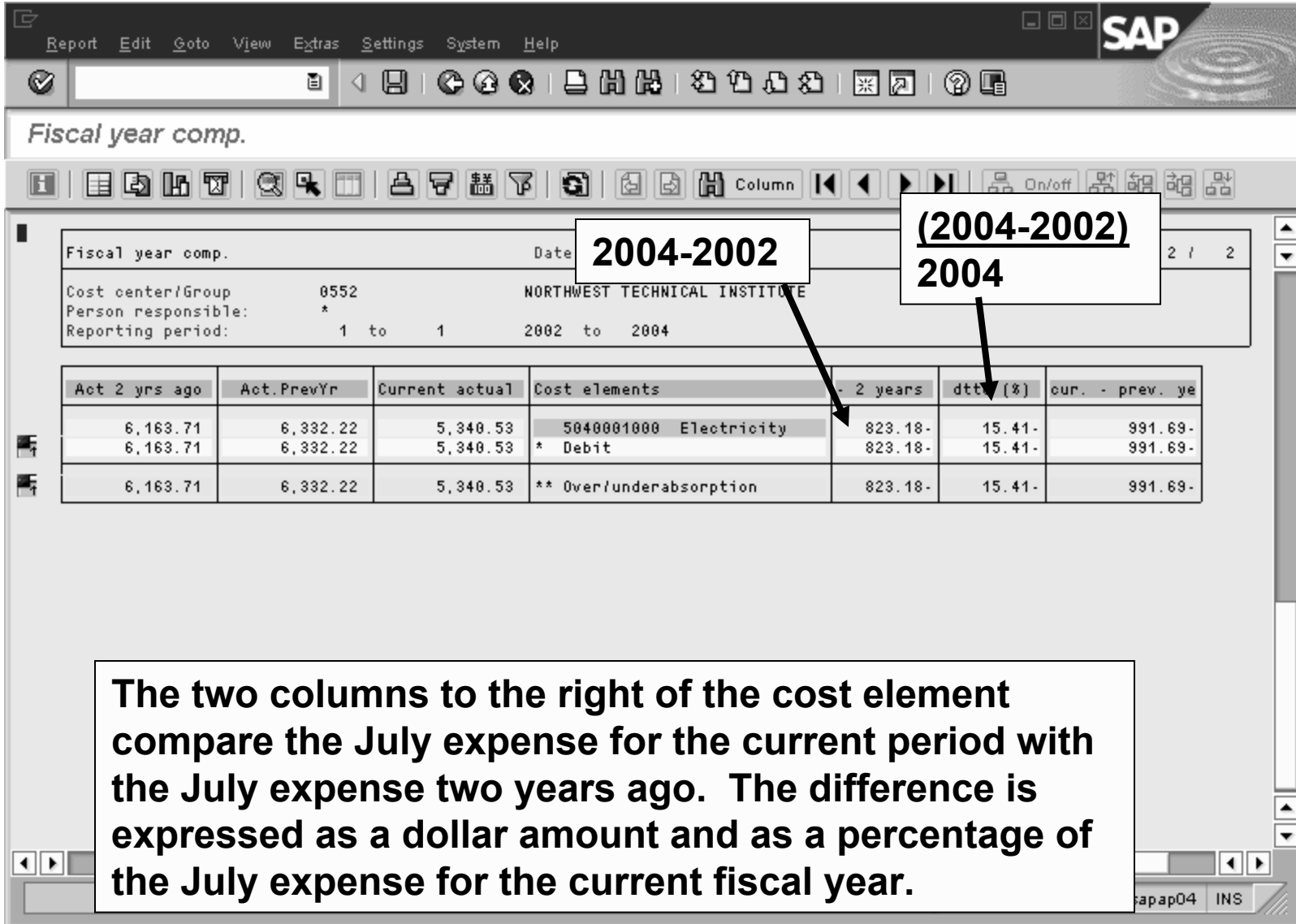
2002 to 2003 to 2004 2002 to 2004

Act 2 yrs ago	Act. PrevYr	Current actual	Cost elements	cur. - 2 years	dtto (%)	cur. - prev. ye
6,163.71	6,332.22	5,340.53	5040001000 Electricity	823.18-	15.41-	991.69-
6,163.71	6,332.22	5,340.53	* Debit	823.18-	15.41-	991.69-
6,163.71	6,332.22	5,340.53	** Over/underabsorption	823.18-	15.41-	991.69-

The first three columns provide a quick comparison of the electricity expense for this agency for the July period over the past three fiscal years.

S_ALR_87013624 sapap04 INS

Wednesday, August 20, 2003



Fiscal year comp.

Date: **2004-2002**

Cost center/Group: 0552 NORTHWEST TECHNICAL INSTITUTE

Person responsible: *

Reporting period: 1 to 1 2002 to 2004

(2004-2002)
2004

Act 2 yrs ago	Act. PrevYr	Current actual	Cost elements	- 2 years	diff (%)	cur. - prev. ye
6,163.71	6,332.22	5,340.53	5040001000 Electricity	823.18-	15.41-	991.69-
6,163.71	6,332.22	5,340.53	* Debit	823.18-	15.41-	991.69-
6,163.71	6,332.22	5,340.53	** Over/underabsorption	823.18-	15.41-	991.69-

The two columns to the right of the cost element compare the July expense for the current period with the July expense two years ago. The difference is expressed as a dollar amount and as a percentage of the July expense for the current fiscal year.

Fiscal year comp.

Date: 08/20/2003 Page: 2 / 2

Cost center/Group: 0552 NORTHWEST TECHNICAL INSTITUTE
 Person responsible: *
 Reporting period: 1 to 1 2002 to 2004

2004-2002

Act 2 yrs ago	Act. PrevYr	Current actual	Cost elements	- 2 years	dtto (%)	cur. - prev. ye
6,163.71	6,332.22	5,340.53	5040001000 Electricity	823.18-	15.41-	991.69-
6,163.71	6,332.22	5,340.53	* Debit	823.18-	15.41-	991.69-
6,163.71	6,332.22	5,340.53	** Over/underabsorption	823.18-	15.41-	991.69-

The next column compares the July expense for the current period with the last year's July expense. The difference is expressed as a dollar amount. To see the difference expressed as a percent, go to the next page by clicking the forward arrow.

Fiscal year comp.

(2004-2003)
2004

Date: 08/20/2003 Page: 2 / 2

Cost center group: 0552 NORTHWEST TECHNICAL INSTITUTE
Person responsible: *
Reporting period: 1 to 1 2002 to 2004

to (%)	Cost elements
18.57-	5040001000 Electricity
18.57-	* Debit
18.57-	** Over/underabsorption

The difference is expressed as a percentage of the July expense for the current fiscal year.

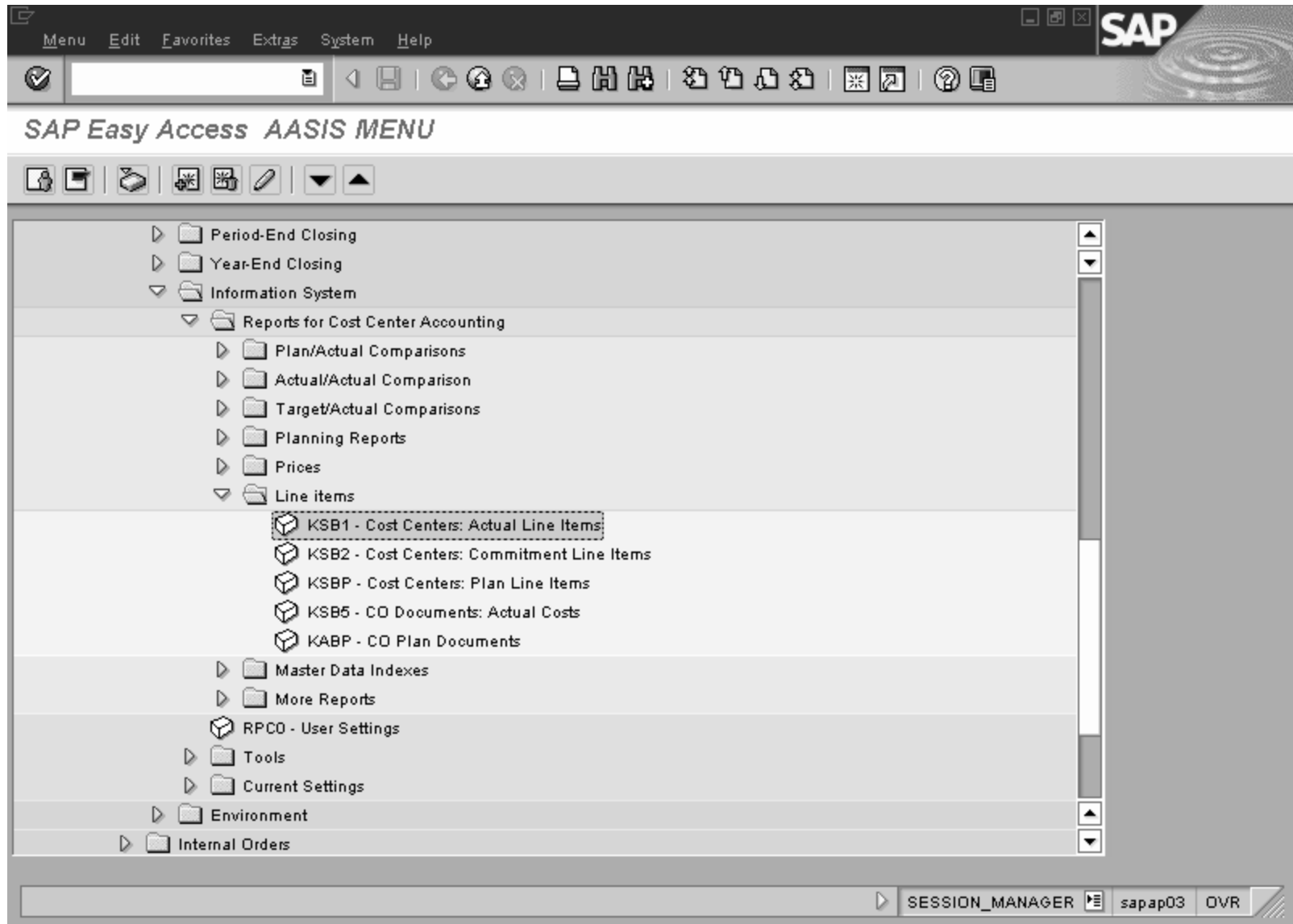
S_ALR_87013624 sapap04 INS

Cost Center Line Item Reporting

- Accounting > Controlling > Cost Center
Accounting > Information System >
Reports for Cost Center Accounting > Line
Items

Cost Centers: Actual Line Items

- Accounting > Controlling > Cost Center
Accounting > Information System >
Reports for Cost Center Accounting > Line
Items > Cost Centers: Actual Line Items
- KSB1



SAP

Program Edit Goto Extras System Help

Display Actual Cost Line Items for Cost Centers : Initial Screen

Further Selection Criteria...

Cost Center 361700 to

or

Cost Center Group

Cost Element to

or

Cost Element Group 5020002

Posting Data

Posting Date 03/01/2004 to 03/31/2004

Settings

Layout /DC0KSB1 Primary cost posting

More Settings

KSB1 sapap03 OVR

Type in the cost center or cost center groups, the cost elements or cost element groups, the posting date that you wish to view, and a variant if you have one. Execute.



SAP

List Edit Goto Settings Extras Environment System Help

Display Actual Cost Line Items for Cost Centers

Document Master Record

Layout /DCOKSB1 Primary cost posting
Cost Center 361700... Accounting...
Report currency USD US Dollar

Cost Center	Cost Elem.	Cost element name	Per	Posting Date	Σ	Val.in rep.cur.	Offst.acct	Name of offsetting account
361710	5020001000	Postage	9	03/09/2004		256.37	S 6080001000	REF TO EXP-CURR YEAR
361710		Postage	9	03/09/2004		146.70	K 100060123	U S POSTMASTER
	502000...	Postage				110.67		
361710	5020005000	Freight	9	03/24/2004		91.70	K 100062891	FEDEX
361750		Freight	9	03/22/2004		11,956.00	K 100094334	PASHA GROUP THE
361750		Freight	9	03/22/2004		1,450.00	K 100075316	ACE TRANSPORTATION
361750		Freight	9	03/22/2004		1,350.00	K 100075316	ACE TRANSPORTATION
361750		Freight	9	03/22/2004		2,287.00	K 100067957	LANDSTAR RANGER INC
	502000...	Freight				17,134.70		
361750	5030008000	Office Equip Maint	9	03/10/2004		287.60	K 100102934	A T C COMPUTER SERVICE INC
	503000...	Office Equip Maint				287.60		
361750	5030011000	Ind Inst Equip Maint	9	03/16/2004		211.68	K 100088144	FORKLIFT SYSTEMS OF ARKANSAS
361750		Ind Inst Equip Maint	9	03/16/2004		158.76	K 100088144	FORKLIFT SYSTEMS OF ARKANSAS
	503001...	Ind Inst Equip Maint				370.44		

The report is displayed. Scroll over to see more data.

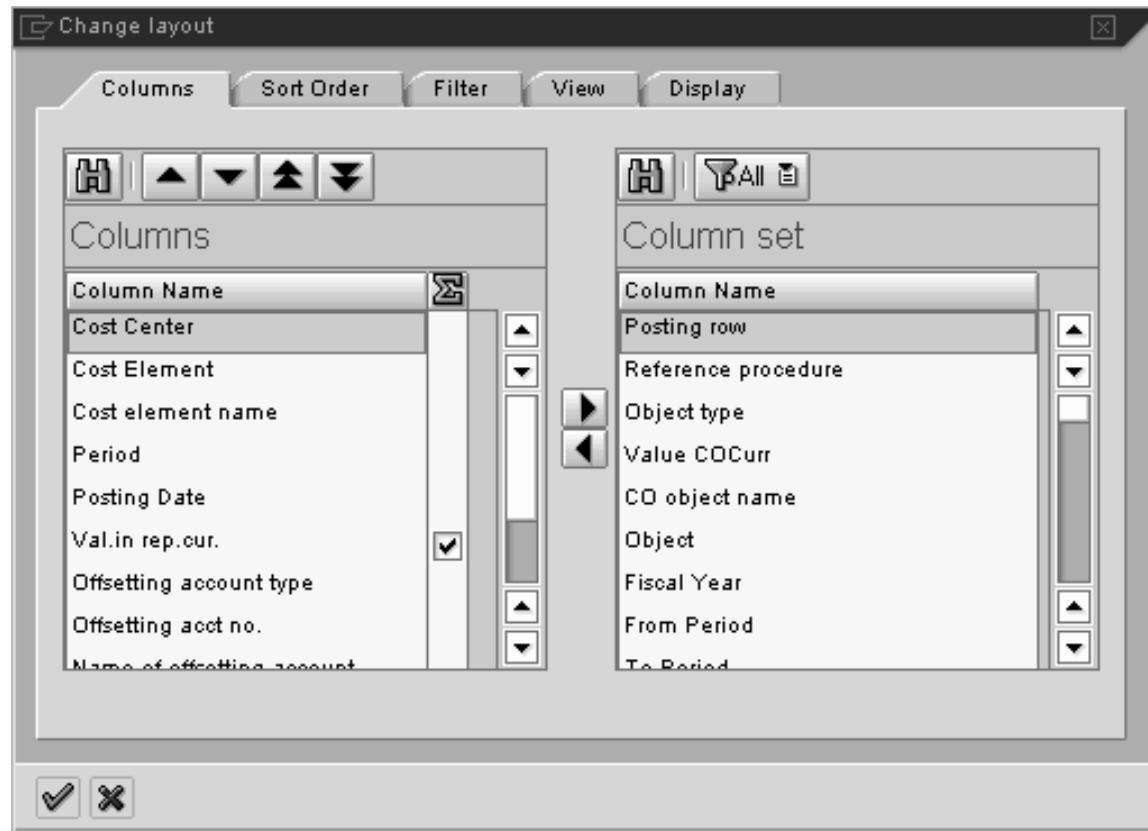
Display Actual Cost Line Items for Cost Centers

Layout /DCOKSB1 Primary cost posting
Cost Center 361700... Accounting...
Report currency USD US Dollar

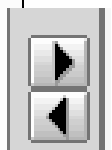
Σ	Val.in rep.cur.	...	Offst.acct	Name of offsetting account	Aux. acct assignment_1	DocumentNo	Document Header Text
	256.37	S	6080001000	REF TO EXP-CURR YEAR		109459473	Refund to Expenditure
	145.70	K	100060123	U S POSTMASTER		109474992	
■	110.67						
	91.70	K	100062891	FEDEX		109663547	
	11,956.00	K	100094334	PASHA GROUP THE		109633285	
	1,450.00	K	100075316	ACE TRANSPORTATION		109633287	
	1,350.00	K	100075316	ACE TRANSPORTATION		109633288	
	2,287.00	K	100067957	LANDSTAR RANGER INC		109633290	
■	17,134.70						
	287.60	K	100102934	A T C COMPUTER SERVICE INC		109492386	
■	287.60						
	241.68	K	100088144	FORKLIFT SYSTEMS OF ARKANSAS		109578100	

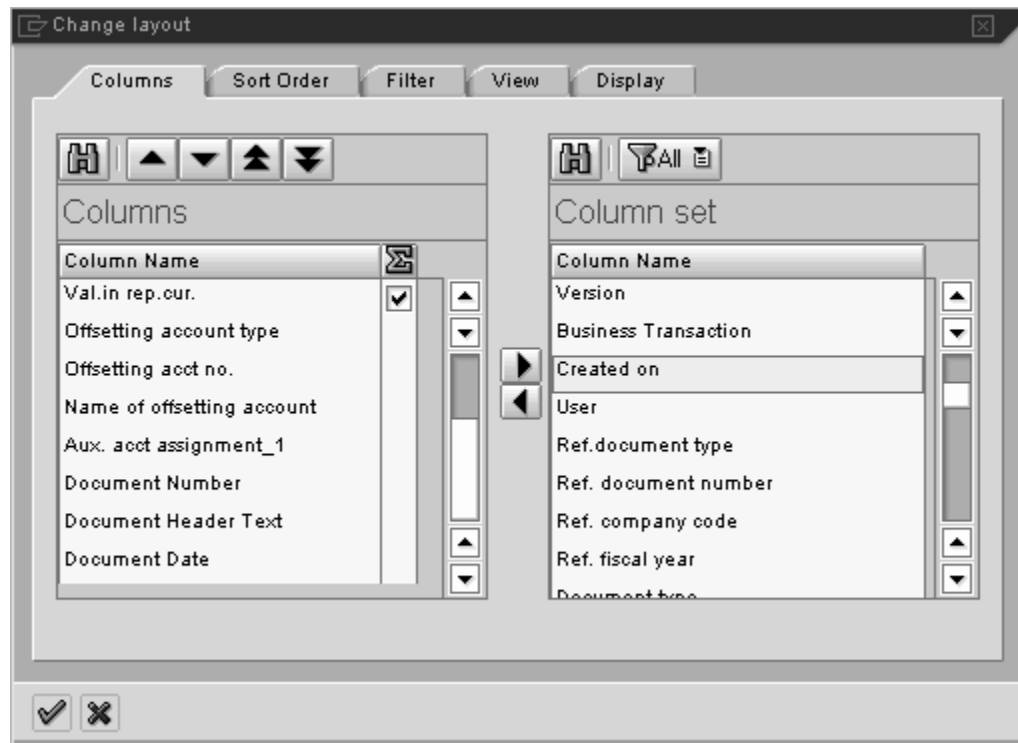
Other report columns are displayed. To see what other information is available, click current display variant button.

KSB1 sapap03 OVR



The left side of the column tab has the columns that are displayed, the right side has columns that are hidden. Select an item and use the arrow buttons to move it to the preferred side.





In this example, document date was added. Click the green check to display the new variant.



SAP

List Edit Goto Settings Extras Environment System Help

Display Actual Cost Line Items for Cost Centers

Document Master Record

Layout /DCOKSB1 Primary cost posting
Cost Center 361700... Accounting...
Report currency USD US Dollar

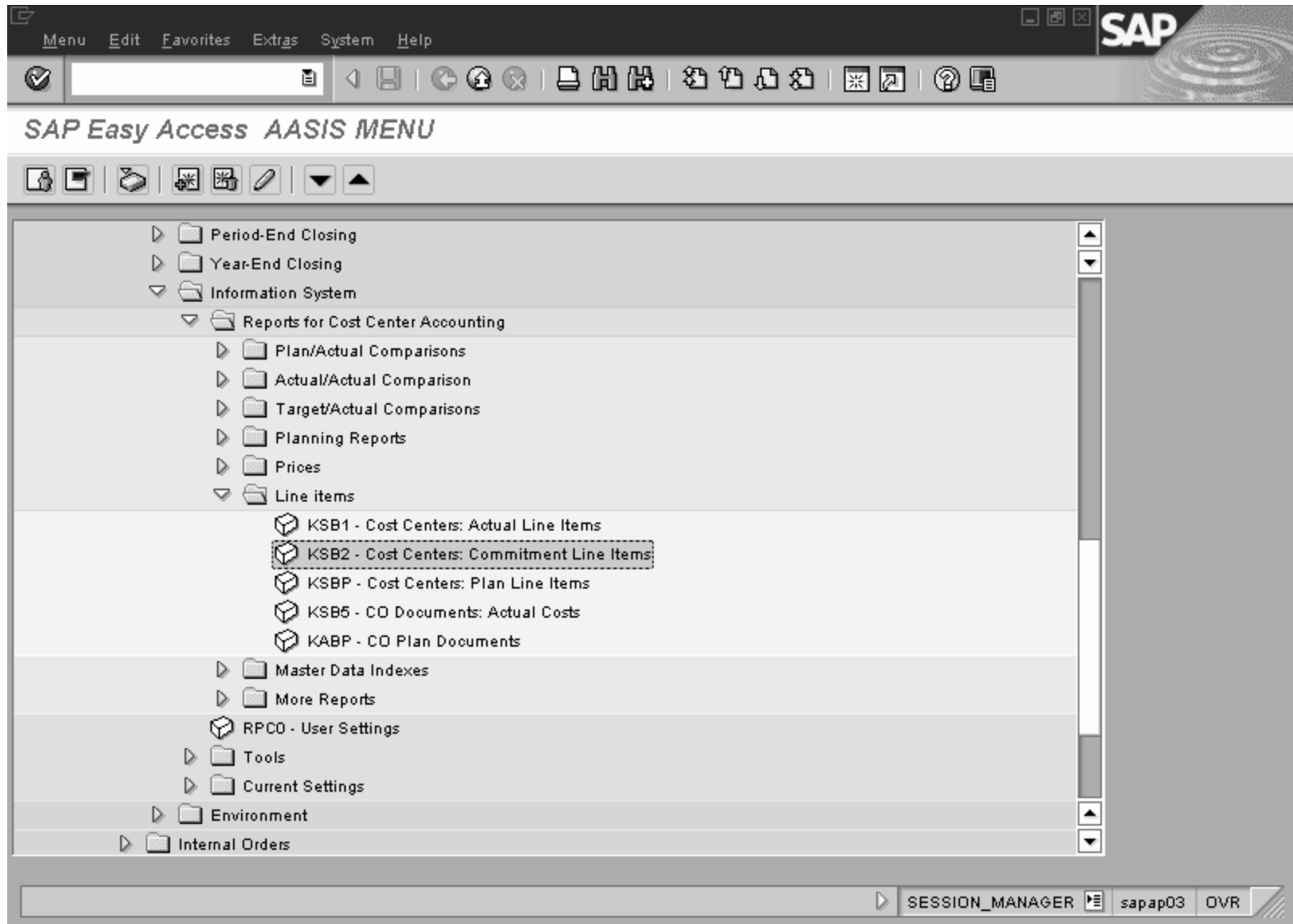
Name of offsetting account	Aux. acct assignment_1	DocumentNo	Document Header Text	Doc. Date
REF TO EXP-CURR YEAR		109459473	Refund to Expenditure	03/09/2004
U S POSTMASTER		109474992		02/11/2004
FEDEX		109663547		03/12/2004
PASHA GROUP THE		109633285		12/31/2003
ACE TRANSPORTATION		109633287		03/16/2004
ACE TRANSPORTATION		109633288		03/10/2004
LANDSTAR RANGER INC		109633290		03/17/2004
A T C COMPUTER SERVICE INC		109492386		03/10/2004
FORKLIFT SYSTEMS OF ARKANS...		109578190		03/10/2004
FORKLIFT SYSTEMS OF ARKANS...		109557826		03/10/2004

The additional column was added.

KSB1 sapap03 OVR

Cost Centers: Commitment Line Items

- Accounting > Controlling > Cost Center
Accounting > Information System >
Reports for Cost Center Accounting > Line
Items > Cost Centers: Commitment Line
Items
- KSB2



Program Edit Goto Extras System Help

SAP

Display Commitment Line Items for Cost Centers : Initial Screen

Further Selection Criteria...

Cost Center to

or

Cost Center Group

Cost Element to

or

Cost Element Group

Posting Data

Expected Debit Date to

☐ Open Items Only

Settings

Layout Cost center, cost element, ref. document

More Settings

Type in the cost centers or cost center group and cost elements or cost element group. Select a date range. Execute the report.

KSB2 sapap03 OVR

Display Commitment Line Items for Cost Centers

Layout 1SAP Cost center, cost element, ref. document
 Cost Center 353201... Mgmt Admin GR...
 Report currency USD US Dollar

Cost elem.	Σ	Val.in rep.cur.	Σ	Total Quantity	UM	Vendor	RefDocNo	Rfltm	Debit date
5090006000		0.00		0	EA	100086333	4500317291	10	03/05/2004
		0.00		0	EA	100086333	4500317291	20	03/05/2004
		100.00		100.00	ZLS	100103823	4500317942	10	03/10/2004
		0.00				100092212	4500318062	10	03/12/2004
		0.00		0.00	ZLS	100037682	4500318064	10	03/12/2004
		0.00		0	EA	100086333	4500314117	20	03/09/2004
		0.00		0	EA	100086333	4500322251	10	03/27/2004
509000...		100.00		0	EA				
				100.00	ZLS				
5090007000		35.95		1	EA	100086802	4500325517	10	03/30/2004
		27.30		2	EA	100086333	4500326200	10	03/30/2004
		8.26		1	EA	100086333	4500326200	20	03/30/2004
		22.36		1.00	ZLS	100086333	4500326200	30	03/30/2004
509000...		93.87		4	EA				

Line item commitments are displayed and totaled by cost element.

KSB2 sapap03 OVR